

5 APRIL 1996

Operations

**AIR FORCE SPECIAL OPERATIONS
COMPONENT (AFSOC) OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-4, *Operations Planning*. It expands the guidance provided in AFSOCR 55-2, *Theater Air Force Special Operations Component*, and provides detailed organizational structures and specific functional tasks relating to 16 Special Operations Wing (SOW) operations when deployed as the Air Force Special Operations Component (AFSOC) of a theater Special Operations Command (SOC) or Joint Special Operations Task Force (JSOTF). These procedures may be tailored when the Commander, AFSOC (COMAFSOC) is designated as the Joint Special Operations Air Component Commander. Unless otherwise stated, the term AFSOC will refer to the theater Air Force Special Operations Component, and not HQ AFSOC.

SUMMARY OF REVISIONS

This publication has been renumbered from HFI 55-2 to HFI 10-402 to align it with the appropriate AFPD. Attachment 12 has been moved forward as **Attachment 1** and Attachment 6 has been split into two separate attachments (**Attachment 7** and **Attachment 8**), with all subsequent attachments being renumbered to reflect this change. Figures and paragraphs have been renumbered in according to digital publication standards. The text of the publication is unchanged, except for updating numeric references to reflect numbering changes. All changes were accomplished to ensure format standardization IAW AFI 33-360V1, *Publications Management Program*, and requirements for Standard Graphics Markup Language (SGML) processing. **Previous edition can still be used.**

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1. General.

1.1. References.

- 1.1.1. Joint Pub 3-05, *Doctrine for Joint Special Operations*
- 1.1.2. Joint Pub 3-05.3, *Joint Special Operations Operational Procedures*

1.1.3. Joint Pub 3-05.5, *Joint Special Operations Targeting and Mission Planning Procedures*

1.1.4. Joint Pub 3-56.1, *Command and Control for Joint Air Operations*

1.1.5. Air Force Doctrine Document 35, *Special Operations*

1.1.6. AFSOCR 28-2, *Theater AFSOC UTC Employment*

1.1.7. AFSOCR 55-2, *Theater Air Force Special Operations Component (AFSOC)*

1.2. Introduction. AFSOC is a term which refers to the Air Force special operations component of a unified or subordinate unified command or Joint Special Operations Task Force (JSOTF). An AFSOC is not a standing organization, but is formed in response to a contingency or operation. When an AFSOC is formed, it is normally named based on the theater of operation (AFSOCACOM, AFSOCCENT, AFSOCSOUTH, and so forth). For the purposes of this document, AFSOC will always refer to the theater Air Force special operations component, and not HQ AFSOC. The 16 SOW is responsible for establishing and operating an AFSOC in three theaters, and supporting AFSOC operations in two other theaters. In those theaters where the 16 SOW is responsible for operating the AFSOC, the 16 SOW Commander, or his representative, is normally designated the Commander AFSOC (COMAFSOC). When joint special operations forces (SOF) aviation assets are assigned to the theater, the SOF Service component commander with the preponderance of assets and the means to control the assets is normally designated the Joint Special Operations Air Component Commander (JSOACC). The JSOACC is responsible for planning and executing joint special air operations and for coordinating and deconflicting those operations with conventional air operations. The AFSOC staff must be prepared to assume responsibilities for planning and conducting operations in support of the JSOACC. This instruction is based on the most demanding 16 SOW tasking, but can be modified to meet any contingency or exercise requirement.

1.3. Application. These procedures apply to all forces assigned to the Commander, 16 SOW, and all forces which augment the AFSOC when either Change of Operational Control (CHOP) or Tactical Control (TACON) has been directed to COMAFSOC by appropriate authority. These may be either Air Force or joint special operations aviation forces.

Air Force Special Operations Component (AFSOC). When directed, 16 SOW will establish an AFSOC formed from 16 SOW and augmenting special operations aviation and special tactics forces tailored to conduct missions delineated in Operation Plans (OPLANs), Exercise Plans (EXPLANs), or Operational Orders (OPORDs). The AFSOC is normally commanded by the Commander, 16 SOW, or his designated representative. Additionally, COMAFSOC may also be designated the JSOACC aligned under a Joint Special Operations Task Force (JSOTF). In addition to joint US special operations aviation, the Joint Special Operations Air Component (JSOAC) may also include aviation forces from other nations assigned or attached, transitioning from a "Joint" to a "Combined" organization, or a Combined Special Operation Air Component (CSOAC). Elements of the 16th Operations Support Squadron (OSS) will form the core of COMAFSOC's combat operations staff, augmented by 16 SOW staff, 16th Logistics Group, 16th Support Group, 16th Medical Group and operational squadron personnel. This combat operations staff provides the operational planning; theater coordination and deconfliction; and command, control, communications, computers and intelligence (C4I) support necessary to successfully execute assigned missions.

1.4. Liaison Officers (LNO) Requirements. The AFSOC will provide LNOs to lateral headquarters (Army and Navy SOF counterparts) when required to ensure effective integration of special operations aviation and special tactics personnel into the overall campaign plan and deconfliction with con-

ventional air and ground forces. IAW AFSOCR 28-2 (HQ AFSOC), theater Special Operations Commands (SOC), should request theater LNO staffing assistance (special operations liaison element {9AATA} and theater SOC augmentation package {9AASA}) from HQ AFSOC through USSOCOM. Normally, LNOs are required at the joint or combined special operations task force headquarters and the Joint Force Air Component Command (JFACC). LNOs must have a thorough understanding of AFSOC capabilities and ready access to secure communications with the AFSOC staff. LNOs assigned to the JFACC, or its combined equivalent, should have a working knowledge of CTAPS (Contingency Theater Automated Planning System) and the Air Tasking Order (ATO) process to actively deconflict and integrate AFSOC operations with conventional air forces.

1.5. Mission. On order, 16 SOW will mobilize and deploy a tailored combat operations staff, tasked aviation forces, and support personnel, to form a theater AFSOC which is prepared to conduct assigned missions.

1.6. Concept of Operations. The AFSOC may be tasked to support or execute any of the principal special operations missions and/or the collateral missions.

1.7. Operational Security (OPSEC) and Communications Security (COM SEC). Strict OPSEC and COMSEC procedures must be followed by all echelons in the AFSOC organization. STU III (Secure Telephone Unit) telephones will be used in the secure mode to the maximum extent possible. Operations and intelligence information will be disseminated to the minimum number of personnel necessary to accomplish the assigned tasks. Frequently, information will be compartmented to protect sources and planned or current operations.

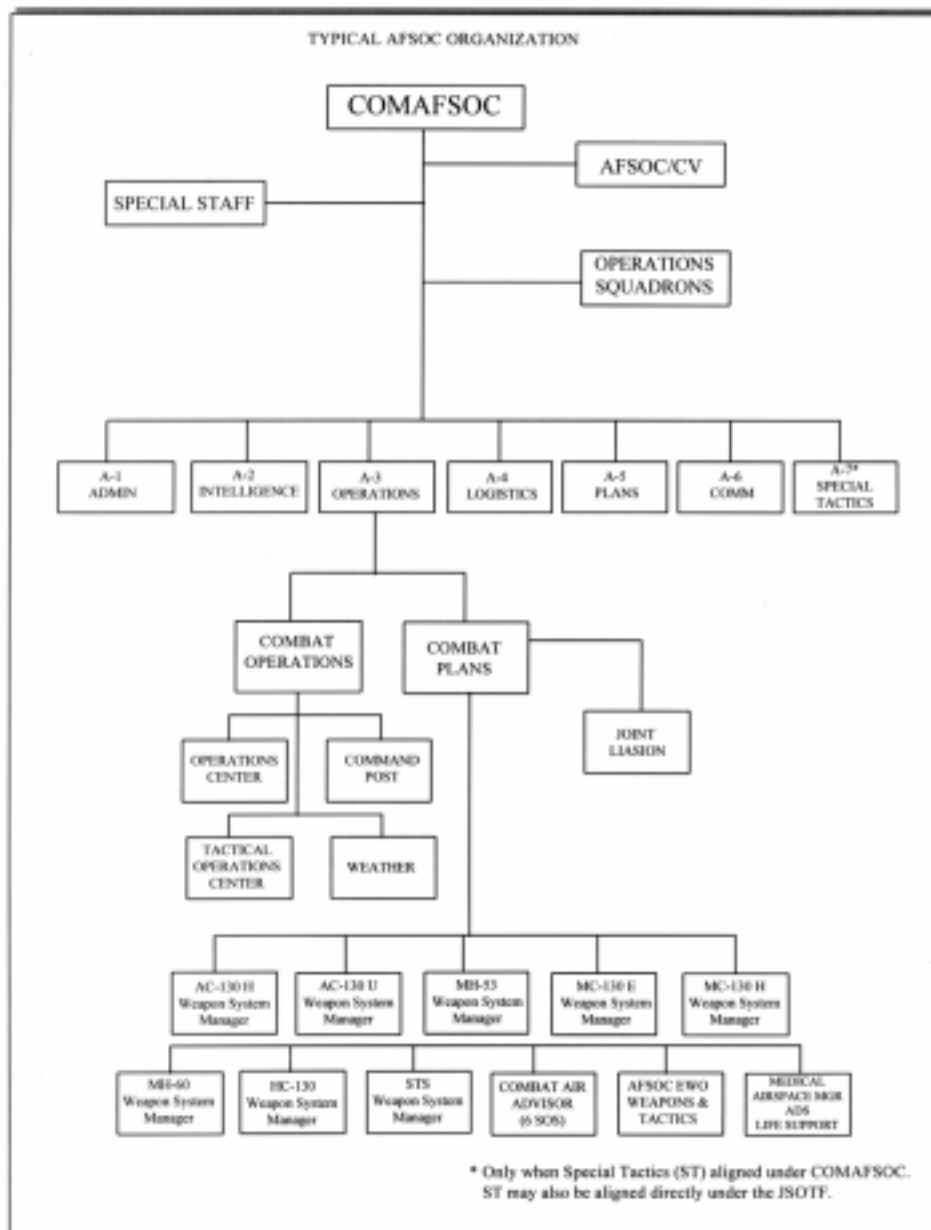
1.8. Continuity Folders. All functional managers will develop supporting continuity folders and checklists. Continuity folders and checklists will be reviewed and updated semi-annually.

1.9. Changes. Recommendations for changes to this Instruction are encouraged. Please send suggested changes to 16 OSS/DOX (Plans), 215 Bennett Ave., Hurlburt Field, FL. 32544-5735.

2. Command Relationships

2.1. General. A typical command relationship wiring diagram for SOF is found in Figure 1. Refer to the referenced publications for specific guidance. For deployed operations and exercises, specific command relationships will be detailed in the governing OPLANs, OPORDs, or EXPLANs. Several SOF aircraft have a multi-role capability and therefore can be tasked to support other theater component commanders. As examples, AC-130s may support theater Air Force operations, and EC-130s may support theater Army operations. Ideally, all SOF aviation assets should remain under the control of the JFSOCC and made available to other component commanders on as available basis. Actual command and control arrangements should agree with joint and Air Force doctrine and should be clearly explained in OPLANs, OPORDs, and EXPLANs.

Figure 1. Command Relationships

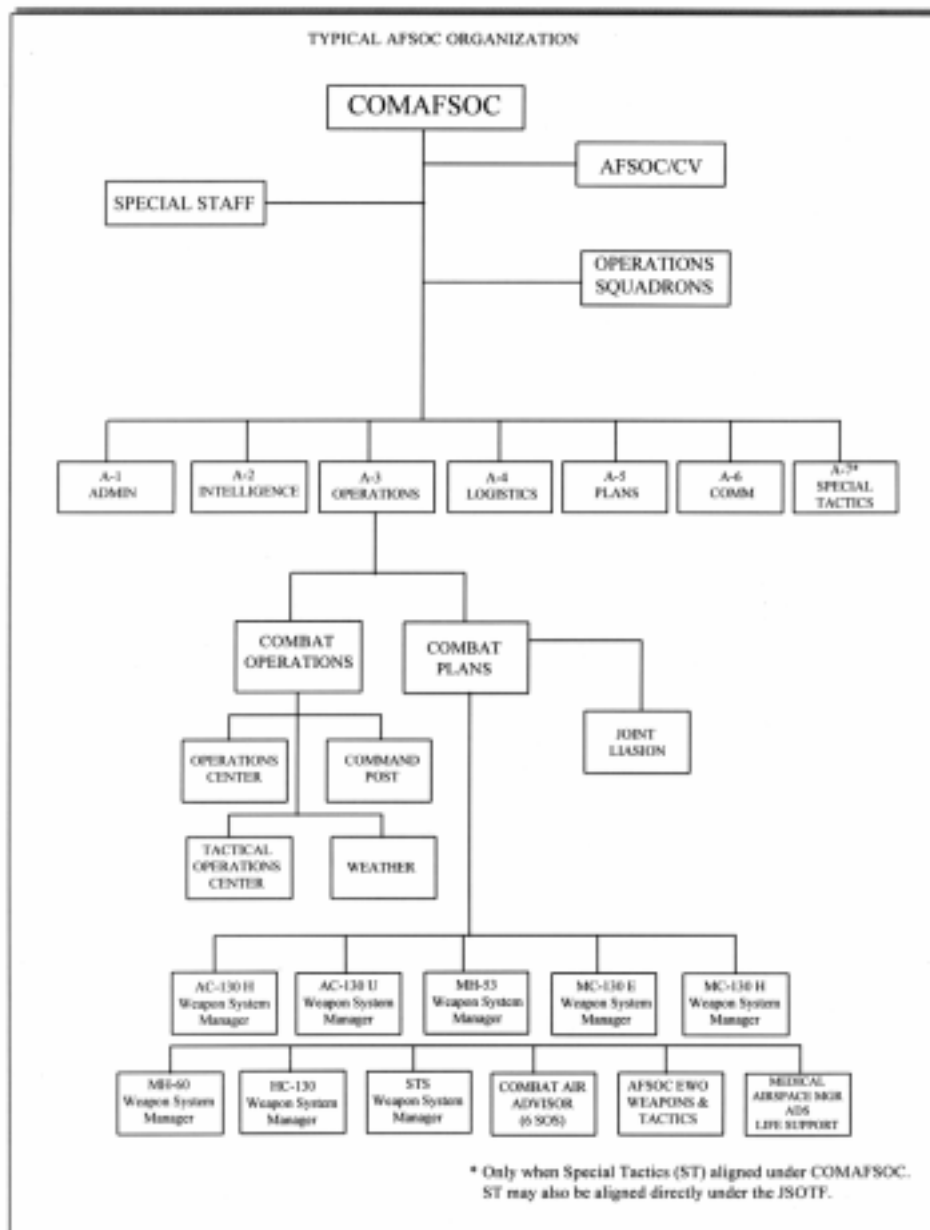


3. Command Staff

3.1. General. The AFSOC includes all assigned and attached aviation forces, special tactics personnel tasked to conduct anticipated mission requirements, C41 staff and liaison personnel necessary to support mission planning and execution. Depending on force size and beddown location(s), 16 SOW may be tasked to form an AFSOC and one or more Air Force Special Operations Detachments (AFSOD) or Air Force Special Operations Elements (AFSOE). See [Attachment 3](#) for guidance on AFSOD and AFSEO operations. Headquarters and C41 staff functions may be tasked under any or all of the following Unit Type Codes (UTC): 9AAHQ (AFSOC), 9AAHD (AFSOD), 9AAH3 (AC-130 H and/or U staff augmentation), 9AAH4 (MH-53 staff augmentation), 9AAH5 ((MC-130 E and/or H

staff augmentation), 9AAH7 (HC-130 staff augmentation), 9AAH8 (MH-60 staff augmentation), appropriate combat air advisory augmentation (6 SOS augmentation UTC to be developed), 6AASF (AFSOE comm augmentation), 6AASL (LNO comm augmentation). Additionally, for STS planning expertise, 9AAH6 (SOF Special Tactics AFSOC Augmentation) can be requested from the 720 STG. 9AAH3-9AAH8 are weapons system/ST-unique UTCs and contain weapon system-unique planning expertise. They should be tasked/requested anytime these assets are employed and can be tailored to meet anticipated requirements. The resulting organization will be comprised of the commander and some or all of the following: deputy commander, special staff; operations squadron(s) and associated maintenance elements (to include elements of special operations aviation forces from other US Services and other nations), and a special operations air staff organized along traditional staff lines (A-1 through A-6 {A-7 when Special Tactics is aligned under COMAFSOC}). AFSODs and AFSOE s will be organized to mirror the AFSOC organization on a smaller scale. Figure 2 shows a typical AFSOC organizational wiring diagram.

Figure 2. Typical AFSOC Organization.



3.2. COMAFSOC Responsibilities. COMAFSOC is normally the 16 SOW/CC, or his designated representatives. Exercises command of the entire AFSOC organization. Directs, organizes, and employs all assigned and attached resources to accomplish assigned missions. Oversees coordination with support agencies, normally the theater air component commander, to obtain base operations support (BOS) for assigned forces. Ensures all reports to higher headquarters are completed. Must be prepared to assume JSOACC responsibilities. The Deputy Commander is normally designated by 16 SOW/CC. He is responsible for assisting the Commander in assigned duties.

3.3. Special Staff Functions. The commander's special staff may include, but is not limited to the staff director, the senior enlisted advisor, first sergeant, tent city mayor, legal (if required), PERSCO

(if required), medical, chaplain (if required), safety, security advisor, disaster preparedness, Office of Special Investigations (OSI) agent (if required), and public affairs (if required).

3.3.1. Staff Director. Normally, the 16 OSS/CC or DO is designated the Staff Director. This function may not be required for smaller operations. The Staff Director functions as an executive assistant to COMAFSOC. Coordinates and oversees the AFSOC's daily operations. Coordinates and conducts daily stand-up, reviews all incoming and outgoing correspondence to ensure proper distribution, ensures all AFSOC suspenses are met, and that required reports are accurate and transmitted at prescribed times. Establishes shift change times for the commander's staff personnel and conducts change-over briefings. Shift changes at 0700 and 1900 have proven to be effective but may be modified depending on the situation. Ensures smooth transitions between shifts.

3.3.2. Senior Enlisted Advisor (SEA). Represents the commander in all matters relating to morale, welfare, recreation, and quality of life issues for AFSOC enlisted personnel. Ensures enlisted performance reports (EPR), awards and decorations, and promotions are processed when required. Ensures On the Job Training (OJT) and Professional Military Education (PME) records are tracked by enlisted supervisors. When the SEA is not deployed, the deployed First Sergeant will carry out the above duties.

3.3.3. First Sergeant. Assists the commander to maintain the morale, welfare, and discipline of assigned enlisted personnel. The First Sergeant ensures billeting and messing are arranged for assigned personnel. The First Sergeant also ensures access to Red Cross, postal, recreational services, and other duties as assigned. When a First Sergeant is not deployed, these responsibilities may be assigned to the SEA.

3.3.4. Mayor, Tent City. AFSOC representative responsible for overseeing the construction, maintenance, sanitation, order, and disassembly of tent city. Duties may be assigned to the SEA, First Sergeant, or Support Group representative.

3.3.5. Chief, Personnel Support for Contingency Operations (PERSCO). Advises COMAFSOC on strength accountability issues and casualty reporting/notification.

3.3.6. Senior Medical Officer (SMO). The SMO will be dual hatted as the senior medical advisor to the AFSOC commander and as the chief of medical operations. The SMO will be either a Medical Corps Officer (physician) or a Medical Service Corps Officer (administrator/planner). The SMO ensures the appropriate number of flight surgeons and/or medical technicians, and other medical capabilities, are identified for deployment consistent with the duration, environment, and the total number of personnel deploying. Coordinates medical personnel and equipment deployment requirements with exercise or contingency operations and logistics planners in the 16 OSS/DOXE and 16 LSS/LGLX. Ensures personnel are screened for immunizations and medical conditions that may preclude deployment availability; advises commanders on findings. Coordinates medical support requirements with host base and/or host nation medical personnel. Establishes procedures to provide 24-hour access to medical services for deployed AFSOC personnel. Keeps the commander informed of all medical issues that may impact mission accomplishment, to include duty not including flying (DNIF) recommendations and other personnel injuries. Establishes emergency medical evacuation procedures for injuries or illnesses that cannot be adequately treated locally. Periodically checks water and food sources at deployed location(s) for contaminants. Provides daily input to the outgoing situation report (SITREP) to include status of DNIFs and numbers of personnel treated for illness or injury.

3.3.7. Safety Officer and/or NCO. Establishes a sound flying and ground safety program at deployed location(s). Identifies safety hazards and briefs all deployed personnel on procedures and techniques developed to minimize the risk of operating in or around the hazards. Advises commander and aircrew on risk management considerations. Investigates any flying or ground mishap, briefs the commander on the results of the inquiry, and files reports required by safety directives. When required, a munitions safety specialist must be added to the AFSOC staff.

3.3.8. Deployed Security Coordinator (DSC). Coordinates with host base or host nation security forces to ensure adequate protection is provided for AFSOC aircraft (normally priority C), equipment and personnel. Establishes procedures and briefs all deployed personnel on proper responses to aircraft or flightline security incidents. Establishes an entry control point and procedures to protect the AFSOC headquarters when required. Coordinates small arms and aircraft weapons and ammunition storage requirements with host base or host nation security forces. Develops procedures for individual weapons issue and turn-in.

3.3.9. Disaster Preparedness. Establishes response procedures for nuclear, biological, chemical, and conventional attacks to enhance survivability and maintain or quickly regain operational capability at deployed location(s). Develops pre, trans, and post-attack notification and reporting communication procedures, using all available resources, that facilitate command and control throughout the attack conditions. Ensures post-attack assessment teams (PAAT) are identified for each work area and billet. Trains PAAT members in damage assessment procedures and ensures necessary biological and chemical agent detection equipment is available. Maintains a close liaison with A-2 and keeps COMAFSOC informed of attack conditions and status of personnel. Recommends appropriate mission oriented protective posture (MOPP) levels.

3.3.10. Public Affairs. Coordinates public affairs guidance for deployed operations with the next higher headquarters. Represents the commander in responding to local media queries. Coordinates theater Combat Camera request to fly aboard AFSOC aircraft and to cover AFSOC support activities. When directed, publishes a newsletter to keep deployed personnel informed of pertinent events and provide the commander a forum to communicate with his forces. Coordinates distinguished visitor itineraries.

3.3.11. OSI Agent. Advises COMAFSOC on counter intelligence/counter terrorism (CI/CT) threats and precautions. Works closely with A-2 to support special planning considerations such as search and rescue and evasion and recovery planning.

4. Personnel and Administration (A-1).

4.1. General. The A-1 staff provides all administrative support for COMAFSOC and is the central controlling agency for incoming and outgoing correspondence. The A-1 also provides personnel accountability actions and status when a PERSCO team is not available at the deployed location(s). The Chief of the PERSCO team is on the Commander's Special Staff; however, the PERSCO team is administratively aligned under the A-1. Specific A-1 duties and responsibilities are listed below.

4.2. Duties and Responsibilities. Although specific requirements for each deployment may vary, [Attachment 4](#) provides a general listing of duties performed by A-1 personnel during 24-hour operations. Some duties may overlap shifts and others are common to both shifts. The Commander's SITREP is a shared responsibility between Command Post and the A-1. Command Post will collect inputs from A-2 through A-6 and pass them to the A-1. The A-1 will collect inputs from the A-1 staff

including PERSCO, the Special Staff, and COMAFSOC. These inputs will then be consolidated with inputs from Command Post. The A-1 is responsible for the SITREP's final consolidation, its preparation, and processing. See [Attachment 5](#) or Joint Pub 3-05.3 for a typical SITREP message. COMAFSOC will determine the SITREP cutoff time and transmission time based on COMJSOTF requirements. Based on these times, A-1 will establish and announce a no later than time for staff inputs to the SITREP.

4.2.1. Predeployment. The designated senior information management specialist ensures all necessary automated data processing equipment (ADPE), shredders, safes, photocopiers, forms, and office supplies are properly crated and prepared for air shipment (Consider the equipment available at the deployed location, either government equipment or contractor provided, and the anticipated duration of deployment). All computers must be loaded with the AFSOC standard for software and operating systems. Additionally, ensure appropriate message processing software is loaded on each computer (Sarah-Lite and/or MTF Editor). Ensure back-up copies of the software are available at the deployed location(s) in the event of hard drive malfunctions. Ensure sufficient floppy disks are available to store all data files produced during the deployment. Do not store data files on the computer hard drives, regardless of file classification.

4.2.2. Arrival at the Deployed Site. The A-1 reports to Commander through the staff director. The A-1 ensures the work center is established and that all assigned personnel are familiar with their duties and responsibilities. Separate message log folders will be established for incoming, outgoing, and SITREP traffic pertaining to the contingency/deployment, as well as other message and fax correspondence not related to the tasked operation.

4.2.3. Redeployment. The A-1 ensures all equipment and supplies are packed and prepared for air shipment. Extreme care must be taken to maintain positive control of all classified information returning to home station. The amount of classified information should be kept to a minimum and properly marked.

4.3. Equipment Custodial Duties. The A-1, or the senior information management specialist when no A-1 is designated, will be designated the Equipment Custodian for the 9AAHQ or 9AAHD equipment package.

4.3.1. Initial Deployment. The Equipment Custodian will report to the 16 OSS/DOXM warehouse (Building 90628) to conduct a physical inventory of all equipment deploying in support of the 9AAHQ or 9AAHD UTC. The custodian will sign tot, and be responsible for all equipment until the completion of the deployment, or until a swap-out of personnel occurs. This individual will also conduct the responsibilities outlined in paragraph [4.2](#).

4.3.2. Personnel Swap-Out. Individuals designated to replace deployed equipment custodians will report to 16 OSS/DOXM warehouse to receive a briefing on the procedures for taking responsibility of equipment at the deployed location. Once at the deployed location, the new custodian will conduct an inventory and sign for the equipment list.

4.3.3. Redeployment. After the equipment pallet is returned to the 16 OSS/DOXM warehouse, the equipment custodian will conduct a physical inventory and sign the list over to 16 OSS/DOXM.

5. Intelligence (A-2)

5.1. General. The intelligence staff is directed by the senior intelligence officer on site.

5.2. Mission. Provides timely, accurate, and detailed information and support for the planning and execution of combat missions.

5.3. Duties and Responsibilities.

5.3.1. Director of A-2. Assists commander in planning all special operations missions using AFSOC air assets. Ensures all air intelligence equipment and personnel are prepared for deployment. At the deployment location, the A-2 ensures automated systems and required communications are configured to support missions. As required, ensures operation of the Tactical Sensitive Compartmented Information Facility (TSCIF). Organizes air intelligence personnel to accomplish staff functions described below. Manages all air intelligence resources, equipment, personnel and support to all mission during mission planning and execution cycles. Ensures CI/CT factors are considered in all aspects of mission planning, execution, and training/planning for evasion and recovery. Performs staff related functions and briefs COMAFSOC, when required.

5.3.2. Mission Support Cell. Maintains order of battle information on maps. Assists aircrew to perform mission and target planning functions. Maintains and provides planning and execution support materials (imagery, maps, charts and geodesy, and so forth). Manages requests for information. Briefs aircrew and staff on current intelligence, intelligence training, threats, targets and other pre-mission briefing items. Reviews all message traffic and intelligence data bases for intelligence information affecting special operations missions. Performs area threat analysis. Performs other Intelligence Preparation of the Battlefield functions. Debriefs aircrew and drafts mission reports or updates special operations debriefing and reporting system.

6. Operations (A-3).

6.1. General. The A-3 staff consists of a director and two subordinate cells--Combat Plans and Combat Operations. Combat Plans and Combat Operations are made up of liaison officers, mission coordinators, weapon system managers and planners from each weapon system to include Special Tactics (ST) (when aligned under COMAFSOC), airspace managers, staff Electronic Warfare Officer (EWO), staff Weapons and Tactics Officer, medical planners, aerial delivery system (ADS) planner, command and control personnel, operations resource management specialists, tactical communications personnel, and weather personnel.

6.2. Mission. Plan, coordinate, and manage all operational mission activities inside the SOF 96-hour planning cycle through mission execution, recovery, and post mission reporting.

6.3. Duties and Responsibilities.

6.3.1. Director of A-3. Is normally assigned by the 16 OG/CC. Ensures all required ADPE and supplies are functional, configured properly with standardized software, and prepared for air shipment prior to deployment. Directs set-up of the work center and ensures all A-3 personnel are familiar with their assigned duties. Ensures aircrew planning facilities are prepared. Manages the total mission planning process and the flow of information relating to each mission. Allocates Mission Taskings (MITASK) or Mission Support Requests (MSR) among available assets and submits recommendations to the Commander for approval. Acts as the Commander's focal point for all information regarding the status of any mission in the planning or execution phase. Ensures accurate historical records are maintained. Assists the Commander and Deputy Commander in aviation asset allocation upon receipt of the MITASK or MSR. Ensures all functional responsibilities of the A-3 staff are completed on time. Provides daily inputs to the Commander's SITREP to

include a summary of operations conducted last 24 hours, and operations planned for the next 24 and 48 hours. Publishes the daily flying schedule and coordinates with the local host organizations for required operational support. Assists the Staff Director in preparing the daily stand-up briefing. Tracks mission execution through tactical communications. Supervises all liaison officers to and from the AFSOC. Prior to employment, ensures augmentation staff UTCs are tasked for specific weapon systems assigned to the AFSOC and AFSOD. Augmentation UTCs are: 9AAH3 (AC-130H and/or U), 9AAH4 (MH-53), 9AAH5 (MC-130E and or/H), 9AAIt6 (STG), 9AAH7 (HC-130), 9AAH8 (MH-60), and combat air advisory personnel (6 SOS UTC).

6.3.2. Chief of Combat Plans. Is normally a 16 OG operations officer. Works closely with the A-3 during mission allocation. Is normally working three mission planning cycles simultaneously. Provides MITASK or MSR to the assigned mission coordinator and tracks the status of each assigned mission throughout the planning cycle. See [Attachment 9](#) for the standard MSR tracking worksheet and all other mission planning worksheets. Ensures Weapon System Managers or Planners prepare a mission support confirmation (MSC) worksheet for all missions based on information provided in the MSR. Ensures all deviations between the MSR and the MSC (e.g. changed TOT (time over target), drop zone, or run in heading) have been coordinated with the requesting agency. Prepares a master schedule for all aircrew inbriefs, backbriefs, and aircrew briefs and ensures the Commander, weather, A-2, and the joint liaison officers receive a copy. Transfers control of mission planning to Combat Operations upon completion of the MSC message, Allocation Request (ALLOREQ), and the Aircrew Backbrief. Works closely with the Special Operations Liaison Element (SOLE) at the JFACC ensuring pertinent mission data is consolidated and transmitted for inclusion in the ATO/ITO. An individual on the Combat Plans staff is normally assigned as the Post Attack Response Officer. These responsibilities are further described in paragraph [14.](#), Ability to Survive and Operate.

6.3.2.1. Joint liaison Officers. Represents the interests of another service commander at any level. Is the direct liaison between the AFSOC and the liaison's headquarters. Provides unique planning expertise. Advises A-3 and Chief of Combat Plans on projected mission requirements and coordinates real-time support for current and planned operations.

6.3.2.2. Mission Coordinators (Combat Plans staff personnel). Support Chief of Combat Plans and Chief of Combat Operations as directed. These personnel are part of the A-3 Combat Plans Staff and are normally evaluator or instructor qualified. These personnel should not be confused with Squadron Mission Commanders who are not assigned to the AFSOC. Mission Coordinators are responsible for orchestrating mission packages. A mission package can range from a single infiltration platform to several aircraft supporting a specific objective. They provide MITASK or Mission Support Request (MSR) data to Weapon System Managers and Planners to prepare aircrew inbrief. They maintain the master record of all coordination with outside agencies. Mission Coordinators attend the aircrew backbrief and maintain a working knowledge of each mission, particularly planned aircrew intentions in the event of mission deviations due to maintenance delays, weather diverts, no-drops, missed helo rendezvous, and emergencies created by unforeseen hostile fire and battle damage. Coordinate with the SOLE for conventional support, such as refueling or airlift, SEAD, planned CAS, and so forth. These requirements are normally coordinated by mission planners in the ALLOREQ. See [Attachment 9](#) for ALLOREQ format. Mission Coordinators monitor the mission from tasking through execution. They work closely with Weapon System Managers and planners, but normally do not get involved in detailed mission planning.

6.3.2.3. **Weapon System Manager and Planners.** These individuals normally come from the aircraft augmentation UTCs. The senior planner is designated the Weapon System Manager. These planners are the interface between the AFSOC staff and the aircrews. Normally, one planner will be assigned to one or more aircrews at a time. Set up the aircrew mission planning area(s) and ensure all required mission planning aids (en route charts, IFR (Instrument Flight Rules) supplements, Notice to Airmen (NOTAMs), approach plates) are available. Aid in the apportionment and mission assessment process by reviewing assault zones, conducting preliminary flight planning and identifying critical SEAD requirements. Assist and support the aircrews in mission planning and coordinates any required deviations to the MSR with the Mission Coordinator. Completes the MSC worksheet and submits it to Combat Plans. See [Attachment 9](#) for the standard MSC format. Coordinates airspace requirements and deconflicts mission with other AFSOC or JSOAC aircraft through the Airspace Manager. Provides all data for inclusion in the ALLOREQ. Normally only coordinates with lateral agencies and leaves higher headquarters coordination to the Mission Coordinator. Mission planners are normally not responsible for specific aircrew planning, but facilitate planning and coordination for the aircrew. However, in time critical situations, weapon system planners may be required to do some aircrew planning. All planners will assist the Mission Coordinators in their assigned duties. Weapon System Managers will be in the Tactical Operations Center (TOC) during mission execution to advise the Commander or A3 of crew responses to mission deviations.

6.3.2.4. **Combat Search and Rescue (CSAR) Operations.** Combat Plans, in coordination with Special Tactics Planners/LNO(s), is responsible for planning all known CSAR requirements. Once mission execution begins, responsibility for CSAR operations transfers to Combat Operations and is normally executed from the CSAR Coordination Cell.

6.3.2.4.1. COMAFSOC is responsible for all operations involving the contingency search, rescue, and recovery of special operations personnel, equipment, and precious cargo during all AFSOC exercise and combat operations. COMAFSOC may also be tasked to plan and conduct CSAR operations in support of the JSOTF, JTF, or another Service component. In the prosecution of a CSAR effort, COMAFSOC may choose to rely solely upon organic forces, or if the situation exceeds the capability of AFSOC forces available, may request additional support through an established Joint Search and Rescue Center (JSRC). COMAFSOC is the final approval authority for CSAR plans and minimum force determination in support of AFSOC operations.

6.3.2.4.2. **CSAR Planning and Mission Management.** When aligned under COMAFSOC, Special Tactics is the primary proponent for CSAR planning, coordination, and mission management within the AFSOC. ST serves as primary advisor to COMAFSOC and the A3 for the planning and integration of CSAR operations executed in support of special operations aviation as well as those CSAR efforts outside the SOF mission profile tasked to AFSOC by higher authority. During the normal mission planning cycle, ST personnel will accomplish the following CSAR-related tasks:

6.3.2.4.2.1. Direct the efforts of AFSOC Rescue Coordination Center (RCC) to ensure complete integration of the deliberate CSAR planning process, taking into account such factors as: asset capabilities and limitations, mission requirements, operational environment, enemy threat, etc.

6.3.2.4.2.2. Coordinate with the A2 staff on data collection for CSAR target folders to include compilation of EPAs, ISOPREP info, E&R plans, SPINS, etc.

6.3.2.4.2.3. Advise COMAFSOC and the A3 on the adequacy of CSAR coverage for planned SOF mission profiles and externally tasked missions, as well as recommend CSAR priorities IAW mission analysis considerations.

6.3.2.4.2.4. Provide COMAFSOC with specially trained and equipped CSAR Special Tactics Teams to facilitate the location, medical treatment, and recovery of isolated/injured personnel and equipment, as well as the sanitization and emergency destruction of sensitive equipment items or downed aircraft.

6.3.2.4.2.5. Provide CSAR planners to SOF ground force elements to facilitate the integration of CSAR considerations into the ground commander's tactical plan and air-lift support requirements.

6.3.2.5. Staff EWO. Provides an interface between A-2 and aircrew planners. Assists aircrews during mission planning in threat analysis, route construction, and preparation of SEAD requests, when required. Prepares any SEAD requirements for inclusion into the ALLOREQ. Advises COMAFSOC and aircrews on status of requested SEAD prior to launch. Provides interface with maintenance for PACER WARE/SERENE BYTE message updates.

6.3.2.6. Staff Weapons and Tactics. Provides interface between A-2 and aircrew planners. Assists aircrews in mission planning threat analysis, route construction, and preparation of SEAD requests, when required. Provides support to A-2 for weapons and tactics issues. Advises COMAFSOC and aircrews on status of requested SEAD prior to mission launch. Serves as the focal point for landing zone (LZ) and Drop Zone (DZ) Surveys.

6.3.2.7. Aerial Delivery Support (ADS) Flight. Assists in download and upload of organic aircraft. Builds, uploads, and recovers airdrop training loads. Provides Joint Airdrop Inspection (JAI) qualified personnel for training missions. Works closely with A-4 (Logistics) personnel during the deployment and redeployment phases of the operation.

6.3.2.8. Airspace Management. Primary focal point for coordinating and deconflicting all SOF airspace requirements during operational contingencies and exercises. Assists the JFACC or the designated Airspace Control Authority (ACA) in coordinating and integrating special operations use of airspace within the combat zone or exercise area. Airspace Managers are an essential part of the operational and exercise planning process and should be included in all facets of mission preparation and planning to ensure airspace requirements are met and shortfalls are identified.

6.3.2.8.1. When the circumstances of a contingency dictate the rapid deployment and employment of forces for situations where there is no established Airspace Control Plan, Combat Airspace Managers will develop a temporary airspace control system for COMAFSOC.

6.3.2.8.2. Airspace Deconfliction. Normally accomplished by the SOF Airspace Manager. When an Airspace Manager is not deployed, deconfliction requirements listed below will normally be accomplished by mission managers and planners. Airspace deconfliction within the SOF community is completed in two phases, internal (SOF vs SOF deconfliction), and integrated (SOF vs conventional deconfliction). Airspace deconfliction, integra-

tion into the ATO, and inclusion in the Airspace Control Order (ACO), are the primary means for preventing fratricide. Close coordination between Airspace Managers, Mission Planners, Aircrews, host nation, local air traffic control authorities, and elements within the JFACC's headquarters is essential to minimize risk and enhance mission effectiveness.

6.3.2.8.2.1. Internal Airspace Deconfliction. Mission managers or planners will submit a completed ACMREQ to the Airspace Manager for all missions prior to the designated cutoff time. Cutoff time will be determined by the Airspace Manager based on ATO timelines and the extent of theater and host nation coordination required. See [Attachment 9](#) for Airspace Control Measure Request (ACMREQ) standard format. Using the ACMREQ, the Airspace Manager internally deconflicts all assigned and attached SOF mission aircraft from each other prior to finalized aircrew planning. Advises mission planners of options available to alleviate conflicts including timing, route, or altitude adjustments. COMAFSOC, or the designated representative, will be briefed on all known conflicts prior to final aircrew briefings.

6.3.2.8.2.2. Integrated Airspace Deconfliction. Airspace Manager forwards the completed internal ACMREQ to the JFACC for integration into the ACO. Based on the scale of the operation or exercise and staffing at the AOC, the ACMREQ is sent to either the SOF Airspace Manager in the SOLE, or directly to the AOC Combat Plans Division Airspace Management Cell. These agencies then take action to ensure SOF missions are deconflicted with all other scheduled missions and integrated into the ACO. It' AOC Combat Plans identifies a conflict or changes the SOF mission profile they will coordinate with the point or' contact listed on the ACMREQ to work out changes. Once the ATO is published, Airspace Managers and Mission Coordinators are responsible for ensuring all ACMREQ submitted are included in the ACO. If an ACMREQ fails to make the ACO, immediate coordination with the SOLE/AOC Combat Operations Division is required for real-time integration into the air control system. Similar real-time coordination may be required in the event of unscheduled mission taskings or previously scheduled missions deviating due to maintenance delays, weather diverts, additional taskings, no-drops, missed rendezvous, and other emergencies.

6.3.2.8.3. Deployed SOF Airspace Management Duties. In addition to deconfliction/ACO integration, the SOF Airspace Manager will also:

6.3.2.8.3.1. Provide Air Traffic Control and airspace mission briefings to COMAFSOC and aircrews.

6.3.2.8.3.2. Coordinate with local and host nation air traffic control agencies.

6.3.2.8.3.3. Assess local and host nation air traffic control capability to support SOF operations and advise SOF planners of shortfalls and recommend possible solutions.

6.3.2.8.3.4. Provide liaison representation to other Service/component airspace control facilities.

6.3.2.8.3.5. Review aircraft mishaps and hazardous air traffic reports (HATR) that are of concern to special operations. Provide COMAFSOC with an analysis of ATC factors involved.

6.3.2.9. Medical Operations. Provides medical operational planning which includes preparation for casualty evacuation aboard mission aircraft.

6.3.3. Chief of Combat Operations. Chief of Combat Operations is normally the 16 OSS Chief of Current Operations, but may be a squadron level current operator depending on the scope and duration of the operation. Combat Operations is comprised of the operations center, tactical operations center (TOC), weather element, and the command post. Combat Operations also is responsible for the coordination and support of the RCC, if required.

6.3.3.1. Operations Center. Picks-up control of missions from combat plans upon completion of the MSC message, the ALLOREQ, and the Aircrew Backbrief. Is primarily concerned with operations planned for the current day. Reviews and distributes published copies of the ATO/ITO to Weapon System Managers and Planners. Coordinates aircraft landing requests at other airfields. Prepares daily flying schedules. Maintains the master planning folder for each mission containing all information produced by the Mission Coordinator and Weapon System Managers and Planners. Coordinates final required changes to the MSC with appropriate planning agencies and ALLOREQ inputs with the SOLE. Where necessary, coordinates airfield schedules with host base or provisional wing agencies.

NOTE:

For smaller contingencies or operations, Combat Plans and Combat Operations may be consolidated into a single mission control function.

6.3.3.1.1. Staff Duty Officers. Maintain operational perspective of current operations. Coordinates required changes to the MSC or inputs to the SOLE. Coordinates mission requirements prior to takeoff with mission coordinators and planners, the SOLE, and the JFACC. Assists Chief of Combat Operations in all assigned duties. Normally handles all requirements prior to mission execution. Ensures post-mission reports and aircrew debriefs are collected immediately after aircrew debrief for the A-3's review and inclusion in the Commander's SITREP.

6.3.3.1.2. Operations Resource Management Specialists. Assists the mission managers and planners in all duties. Keeps status boards (either electronically generated or grease boards) updated with the most current information. Distributes approved flying schedules to internal agencies (COMAFSOC, staff director, maintenance, intelligence, security, operations elements).

6.3.3.2. Weather Element. The Weather Element is administratively aligned under Combat Operations, but they have a dual responsibility to the COMAFSOC. The Element coordinates personnel and equipment deployment requirements and operations facility requirements at deployed location(s) with exercise or contingency operations and logistics planners in the 16 OSS/DOX. Provides climatological data to mission planners throughout the planning cycle. Briefs aircrews at designated times prior to each mission and ensures personnel remain on duty through mission execution to provide updated conditions and forecasts for returning aircrews. Keeps the commander informed of current and forecast meteorological conditions that could adversely impact mission accomplishments. Provides daily input to the Commander's SITREP.

6.3.3.3. Tactical Operations Center (TOC). The TOC tracks mission execution and coordi-

nates real time mission requirements. The TOC will be located in close proximity to A-6 Operations and the Command Post. Each Weapon System will be represented by the Squadron Operations Officer, Weapon System Manager, or a designated representative. Personnel monitor their portion of the execution checklist and coordinate real time requirements with the A-3, or his designated representative. During personnel recovery or CSAR operations, Special Tactics planners/LNO(s) will be present in the TOC. The Chief of Combat Operations ensures that the execution checklist is prominently displayed in the TOC. The A-6 ensures the TOC can fully monitor all external aircraft communications. A separate communications console should be available to support the TOC.

6.3.3.4. CSAR Coordination Cell. The AFSOC A3 will normally designate a CSAR Coordination Cell to act as the primary focal point for CSAR mission management in its execution phase. The CSAR Coordination Cell will consist of Special Tactics planners/LNO(s) or an aviator with CSAR experience, as designated by the A3. The CSAR Coordination Cell will form an integral part of the TOC. The CSAR Coordination Cell assumes responsibility for the following actions in the event of an organic mishap or externally tasked CSAR operation:

6.3.3.4.1. Makes recommendations to COMAFSOC/A3 concerning CSAR priorities, asset availability/suitability, command and control, etc., and directs the overall CSAR incident response.

6.3.3.4.2. Coordinates with A2/A3 staff to confirm pertinent survivor information (i.e. type aircraft, number of pax on board, tactical call sign, last known position, survival equipment on board, PLS codes, evasion plan of action of personnel in distress, etc.).

6.3.3.4.3. Coordinates with TOC weapons system managers to ascertain CSAR aviation asset capabilities and limitations, response times, internal configurations, refueling requirements, loiter time available, etc.

6.3.3.4.4. Manages designated CSAR radio communications nets. For planned CSAR operations, the A-6 should ensure that a separate communications console is made available.

6.3.3.4.5. Manages the flow of information and directs CSAR aviation assets to and from the incident site in concert with the designated air mission commander/on-scene CSAR commander.

6.3.3.4.6. Advises COMAFSOC and the A3 on mission support requirements and mission progress.

6.3.3.4.7. Coordinates with established RCC/JSRC to request assistance from other component CSAR forces and/or civilian authorities as required. See [Attachment 10](#) for CSAR Planning Documents.

6.3.3.5. Command Post. Along with the TOC, tracks mission execution and coordinates real time mission requirements. Also serves as COMAFSOC's coordination element to manage, among other issues, transportation, aircraft movement, key personnel location, headquarters/staff land mobile radio (LMR) communications and emergency response information nets. Focal point for collecting and compiling information from A-2 through A-6 for the Commander's SITREP. (See [Attachment 5](#) or Joint Pub 3-05.3 for a typical SITREP message.) Develops crisis response checklists and initiates the appropriate checklist for any given crisis

situation. Collects required data for BEELINE, HOMELINE, and Operational Report (OPREP) reporting and any other reports required based on the situation. Reviews all reports for accuracy prior to the commander's release. Maintains contact with the 16 SOW Command Post and the HQ AFSOC Command Center (Hurlburt Field, FL), requesting assistance when necessary.

6.4. Status Boards (Manual or Electronic Display). The following status boards should be displayed prominently in the AFSOC headquarters and posted with the most current information. Additional information may be displayed if directed by the commander or staff director. Status boards should be maintained by Operations Center and Command Post Personnel. The Flying Schedule is the official source for flying information. Weapon Systems Managers will provide the information to the Operations Center and ensure accuracy of all mission information.

6.4.1. Flying Schedule

6.4.2. Alert/MOPP Status

6.4.3. Aircraft Maintenance Status

6.4.4. STT (Special Tactics Team) Status by Team Number

6.4.5. Execution Checklist (during flying operations)

6.4.6. Vehicle Control Board

6.4.7. Key Personnel Locator

6.5. Mission Planning Process. Doctrinally, SOF mission planning is normally based on an intensive 96 hour planning cycle. Realistically, aircrews generally have less time to complete the planning process, therefore weapons systems managers and planners must be prepared to conduct some initial mission planning. The sequence of events remains constant but the time available to complete the cycle prior to aircrews entering pre-mission crew rest usually dictates the thoroughness of the mission plan. The following is a basic guide to the planning cycle and actions accomplished at each step. Times specified are normally in hours prior to EALT (Earliest Anticipated Launch Time) and will vary due to the dynamic combat situation. In this instruction, times are administratively based on 1800L the night of execution. Historically, in large joint and combined exercises, administratively setting the base time at 1800L facilitates tracking mission planning. [Attachment 6](#) has a chart that shows the 96 hour mission planning process and the integration of the SOF planning cycle with the JFACC A/ITO planning cycle.

6.5.1. 96 Hours. The MITASK is transmitted from the SOC/JSOTF to the MPA (Mission Planning Agency), with the MSA (Mission Support Agency) receiving an info copy. At this point, the A-3 and combat plans (including joint liaison representatives) begin tracking the mission. Figure 3 depicts the SOF mission message flow.

6.5.2. 72 Hours. The AFSOC receives the MSR from the MPA. The AFSOC conducts an initial mission assessment and missions are allocated to the best suited weapon systems. A Mission Coordinator is assigned and mission planning data is passed to weapon system managers. If the aircrews are available they will be inbriefed on information specified in the MSR. Inbrief includes expected weather and an intelligence overview; which includes estimated enemy capabilities and current or projected orders of battle. Weapon system planners or aircrew (depending on availability), begin route construction and objective area study, develop intelligence requests for informa-

6.5.6. Approximately 20 Hours. Aircrew finalizes the mission plan and conducts a backbrief of all aspects of the mission to the squadron commander or his designated representative, including the E&R plan, adverse weather intentions, emergency landing bases/zones, and any back-up plans that enhance mission accomplishment. Briefing concludes with an aircrew assessment of the probability of mission success, taking into account all factors that may impact the mission. The A-3 and COMA FSOC must be notified anytime there is question about the likelihood of success. COMAFSOC retains final approval authority. Mission execution is directed by higher headquarters upon receipt of mission concept approval.

6.5.7. Aircrew Show Time. To be determined by length of mission, complexity, or remaining planning/coordination requirements. Aircrew receives a weather briefing and intelligence update prior to launch.

6.5.8. Throughout the history of SOF doctrine, the mission planning requirements (MITASK, MICON, MSR, MSC, MCA, etc.) have remained fairly consistent. In 1995, USCINCSOC decided to more closely align SOF lexicon with standard conventional terminology. The matrix at table 1, shows the new terminology. Personnel should be aware that there will be a transition period and should expect to see a combination of old and new terminology. Also, personnel should be aware that the different theaters of operation may use different terminology.

Table 1. Mission Planning Terminology

OLD TERMS	MCA MISSION CONCEPT APPROVAL	MICON MISSION CONCEPT	MITASK MISSION TASKING	MSC MISSION SUPPORT CONFIRMATION	MSR MISSION SUPPORT REQUEST
NEW TERMS	COA COURSE OF ACTION APPROVAL	COA PROPOSED COURSE OF ACTION	MISSION TYPE ORDER	REQCONF REQUEST CONFIRMATION	AIRREQSUP AIR REQUEST SUPPORT
		CONOPS COMMANDER'S CONCEPT OR CONCEPT OF OPERATIONS	TASKORD MISSION TASKING ORDER	SPTCONF SUPPORT CONFIRMATION	AIRLIFTREQ AIR LIFT REQUEST
		OPLAN OPERATION PLAN	WARNOR WARNING ORDER		SOR STATEMENT OF REQUIRE- MENTS
			FRAGO FRAGMENTARY ORDER		SPTREQ SUPPORT REQUEST

6.6. Aircrew Briefings. There are normally three aircrew briefings prior to mission execution. These are the initial inbrief the aircrew backbrief, and the aircrew briefing. The Mission Coordinator is responsible for setting up the briefing rooms and notifying weather, intelligence, and joint liaisons. Weapons System Managers are responsible for notifying Squadron Commanders or their designated representatives on all briefing times and locations. Mission Coordinators will try to consolidate brief-

ing requirements and post briefing times and locations on the AFSOC briefing schedule. This information will be passed to the Staff Director prior to the COMAFSOC staff meeting. There are also several post mission debriefing and reporting requirements.

6.6.1. Inbrief. Crews will receive an initial inbrief as soon as possible after weapon system allocation and the initial mission assessment is complete by Combat Plans. This briefing is normally provided by the Mission Coordinator. The briefing contains anticipated weather and current intelligence.

6.6.2. Aircrew Backbrief. This briefing normally occurs between 24 and 20 hours prior to mission execution. The briefing is given by the aircrew to the Squadron Commander or his designated representative. The Mission Coordinators should attend to answer any overall mission questions. The A-3 and COMAFSOC must be notified anytime there is question about the likelihood of success. COMAFSOC retains final mission approval authority. This briefing will address the following areas:

6.6.2.1. Overview.

6.6.2.2. Weather.

6.6.2.3. Intelligence.

6.6.2.4. Concept of Operations.

6.6.2.5. Enroute Threats/Electronic Warfare.

6.6.2.6. Performance Considerations.

6.6.2.7. Communications.

6.6.2.8. Evasion Plan of Action.

6.6.2.9. Mission Support Items.

6.6.2.10. Go-No Go Criteria/What Ifs.

6.6.2.11. Estimate of Mission Feasibility. Probability of mission success given in percentage (80%).

6.6.2.12. Risk Assessment.

6.6.3. Aircrew Briefing. This is the standard aircrew briefing. Briefing content is in accordance with applicable MAJCOM directives for the specific weapon system. This briefing is also normally given to the Squadron Commander or his designated representative.

6.6.4. Post Mission Debrief. Aircrew attends maintenance, operations, and intelligence debriefs, and completes the post-mission reports. The Weapon System Manager or planner provides inputs to combat operations for inputs into the Operations Summary (OPSUM). The OPSUM is submitted to the JFSOCC as soon as possible after the debriefing. The format is in Joint Pub 3-05.3, Annex E, and is in US Message Text Format (USMTF).

6.6.4.1. Debriefing Process. Aircrews will complete their postflight duties as quickly as possible after landing. Then the crews will be picked up by transportation and taken to a centralized debriefing location. The area will be set up so that the crews will sit at a table and the debriefers will come to them in an assembly-line style. Intelligence will conduct the first debriefing to gather time-critical intelligence. Maintenance will be the next to debrief; fol-

lowed by Operations. Operations should be present during the other debriefings to prevent duplicate questions. Debriefers should review any inflight debriefing forms prior to actually debriefing the crews. If there is urgent intelligence information to pass to the A2, a crewmember should be sent as soon as possible to the debriefing area and not wait on the rest of the crew to finish their post-flight duties.

6.7. Mission Folders. Mission folders play a crucial role during the planning cycle. They are also important for historical purposes. Each operational mission will have its own folder. Folders must be kept up to date and the master copy maintained in the AFSOC headquarters at all times by either Combat Plans or Combat Operations. Normally, once combat plans has sent out both the MSC and the ALLOREQ, the Mission Coordinator transfers the mission folder to the Operations Center (Combat Operations). The folders will contain copies of all in-work and completed documentation relating to that particular mission, including the MSR, MSC, ALLOREQ, SEAD Worksheet, other conventional support coordination, low level flight plan, and a copy of the flight orders. The 6 part Mission Folder should be maintained as follows:

6.7.1. Outside Cover. Mission Coordinator coordination sheet. Classification should be clearly marked on top and bottom.

6.7.2. Inside Front Cover (section 1). 16 SOW Mission Setup Sheet.

6.7.3. Front First Leaf (section 2). MITASK, MICON, MSR, followed by changes to MSR, and any other information about mission tasking, or concept.

6.7.4. Back First Leaf (section 3). All outgoing correspondence relating to the mission (MSC, ALLOREQ, ACMREQ, SEAD request, and so forth).

6.7.5. Front Second Leaf (section 4). All incoming approvals/confirmations, EXORDs, relating to the mission approval (MCA).

6.7.6. Back Second Leaf (section 5). Copy of flight orders, Aircrew Briefing, Nav Log, and other pertinent planning data.

6.7.7. Inside Back Cover (section 6). Post Mission Reports.

6.7.8. Outside Back Cover. Classification clearly marked.

6.8. 24 Hour Operations. Most duties described in paragraph 6.3. apply to both day and night shift personnel during 24 hour operations due to the continuous planning cycle. Higher headquarters suspense's for reports will be specified in governing directives or orders which will determine the shift responsible for transmitting the reports. Generally, day shift conducts the stand-up briefing and the night shift flight follows missions during execution and transmits the SITREP upon mission completion. See [Attachment 5](#) for the standard SITREP format. Standardized procedures and clear, concise changeover briefings between shift counterparts are crucial to smooth operations. Due to the vast amount of information that must be coordinated with internal and external agencies, attention to detail in all correspondence cannot be overemphasized. [Attachment 7](#) shows a typical 24 hour shift cycle for the A-3 staff.

6.9. Forms Prescribed. See [Attachment 9](#) for examples of standard AFSOC forms.

7. Logistics (A-4)

7.1. General. The senior logistics officer will be the A-4. Included in the A-4 division will be all logistics specialists, maintenance specialists, munitions specialists, supply specialists, contracting specialists, fuels specialists, forward area refueling point specialists, and the transportation specialist.

7.2. Mission. The A-4 will ensure deployed AFSOC aircraft, equipment, and personnel are supported and fully capable to meet mission requirements, to include planning and execution of all redeployment actions. When required, also provide oversight and management support for all augmenting non-AFSOC assets.

7.3. Duties and Responsibilities. Responsible for the oversight and coordination of all logistical matters. Ensures all predeployment actions are accomplished within established time-lines and identifies airlift requirements. Integrates all AFSOC force beddown requirements and coordinates with the theater Air Component Command and/or local host base personnel. Implements redeployment flow as directed by the commander. Provides daily input to the Commander's SITREP to include aircraft maintenance, supply, equipment requirements, and munitions status. Reviews Deployment Manning Documents and equipment lists to consolidate deploying logistics packages and eliminate unnecessary duplication of personnel and supplies. Develops and coordinates aircraft parking plan(s) and maintenance/supply operations facilities requirements at the deployed location(s). Establishes the Aircraft Maintenance Coordination Center (AMCC) and ensures sufficient communications equipment (normally land mobile radios) is available for deployed logistics operations. Coordinates between deployed commanders of flying squadrons on aircraft maintenance. Oversees actions of all deployed logistics personnel and keeps the commander informed of aircraft maintenance and supply status. Establishes shift work schedules when required to ensure appropriate personnel are on duty.

7.3.1. Aircraft Maintenance Coordination Center. The AMCC maintains status and location of each aircraft. Develops, maintains, and implements, when required, procedural checklists for emergency, disaster response, and emergency action requirements; serve as alternate operations command post should COMAFSOC's command and control center be disabled. Requests support services, such as fire fighting, POL (Petroleum/Oil/Lubricants), AGE (Aerospace Ground Equipment), or control tower clearances for ground movement of aircraft and equipment. Provides aircraft tail numbers and parking locations for inclusion in the daily flying schedule. Is normally located in close proximity to the Command Post and the Operations Center.

7.3.2. Aircraft Maintainers. Ensure deployed aircraft and equipment are safely operable, serviceable, and properly configured to meet mission needs. Maintenance actions include, but are not limited to: operational inspection, repair, overhaul, modification, preservation, refurbishment, testing, and condition and performance analysis.

7.3.3. Logistics Specialists. Implement beddown actions upon arrival at deployed location (s). Coordinate with the Airlift Control Element (ALCE) for download of all inbound aircraft. Work logistics issues as required during employment phase. Identify redeployment requirements and coordinate with appropriate agencies.

7.3.4. Supply Specialists. Maintain inventory control of all deployed mobility readiness spares packages (MRSP) assets. Ensure aircraft parts and supplies requirements are accurately identified, coded, and coordinated with the appropriate Logistics Readiness Center for prompt delivery. Serve as the focal points for all assets shipped to the deployed location to satisfy Mission Capable Parts (MICAP) and MRSP re-supply requirements. Provide status updates to AMCC when avail-

able. Manage the issue of supplies, coordinate/track due-in-from maintenance assets, and provide inputs for situation reports as required. Prepare MRSP for redeployment.

7.3.5. **Fuels Specialists.** Identify aircraft refueling requirements and availability of resources. Establish 24-hour operations and support all aircraft refueling needs. Determines need for, and the availability of mogas and diesel to meet vehicle and equipment requirements. Provides reports on resource availability and shortages.

7.3.6. **Forward Area Refueling Rearming Point (FARRP) Specialists.** Deploy a maximum of eight personnel, when directed. FARRP personnel deploy with equipment necessary to meet mission requirements. Provide the operational hot refueling capability.

7.3.7. **Transportation Specialist.** Manages all general purpose vehicles and keeps the commander informed of AFSOC vehicle status. Establishes a vehicle dispatch and management program and develops transportation schedules that provide services to all work centers, dining facilities, and billets. Coordinates with host base agencies or contractors for vehicle maintenance.

7.3.8. **Contracting Specialists.** Provide local purchase contracting support to assist in beddown and support of forces at deployed locations. Contract for vehicles, billeting, subsistence, rental equipment, and other required items. Ensure all contracting actions are completed in a timely manner prior to or immediately after redeployment.

7.4. Base Operating Support (BOS). BOS is the responsibility of the theater Air Force component. In the absence of a provisional wing or host-base support at a deployed location, the A-4 is the functional coordinating authority for all BOS, to include billeting, messing, vehicles, AGE, and any other requirements identified by COMAFSOC.

7.5. Air Lift Control Element (ALCE) Support. Provided by the theater Air Force for non-organic airlift.

8. Plans (A-5)

8.1. General. Normally, deployments of known limited duration, such as exercises, will not require a separate A-5 staff function. When required, the A-5 will be staffed by individuals from both Operations and Logistics Plans. During some exercises the A-5/exercise planner may also serve as a controller to keep the exercise on course. This position is normally filled by 16 OSS/DOX.

8.2. Mission. Plans theater deployment (movement to a FOB) and redeployment actions, identify targeting decisions, and assess future operational missions outside the time criteria for near term planning conducted by the A-3.

8.3. Duties and Responsibilities. When activated, the Chief of Plans (16 OSS/DOX) normally becomes chief of A-5 and is responsible for entering AFSOC planning information into the appropriate deliberate planning system.

9. Command and Control Communications (A-6)

9.1. General. The A-6 division chief will be the senior communications officer/non-commissioned officer deployed. The A-6 will include all communications specialties required to establish and maintain COMAFSOC's command, control, and communications system.

9.2. Mission. Provide tactical communications equipment and personnel to support the AFSOC and its subordinate elements at deployed locations. Additionally, the A-6 may be tasked to support Command, Control, Communications, and Computers (C4) links with the JSOTF, JTF (Joint Task Force), AOC (Air Operations Center), and/or the AFFOR (Air Force Forces).

9.3. Duties and Responsibilities. Ensure all equipment and personnel are deployed and properly used to support the C4 operations and maintenance mission(s). In the absence of a deployed Provisional Wing, the A-6 will also establish a working relationship with and oversee the actions of the fixed-base communications personnel assigned to COMAFSOC.

9.4. Execution Checklist. This is a fully integrated chronological list of every significant event/status check required during the execution or a given day/night operational cycle. Routinely, code words will be used to report by employed aircrews/STS personnel to COMAFSOC's command, control and communications center. Normally A-6 works very closely with the A-3 Combat Plans and Combat Operations staffs to develop and run the execution checklist. The checklist provides COMAFSOC with real time information on ongoing operations and facilitates deconfliction as mission deviations occur. It is normally run in the tactical operations center (TOC) with the Weapon System Managers available to answer any questions.

10. Special Tactics (A-7)

10.1. General. When assigned, the A-7 will normally be the senior Special Tactics representative deployed. The A-7 is the principle advisor to COMAFSOC on all theater Special Tactics issues and operational requirements.

10.2. Mission. Advises COMAFSOC on the proper employment of theater Special Tactics forces.

10.3. Duties and Responsibilities. Receives, prioritizes, and deconflicts all theater Special Tactics mission requirements. Closely coordinates with A-3 for proper integration and tasking of Special Tactics forces into theater SOF operations. Also, coordinates with appropriate theater agencies for the tasking and employment of Special Tactics forces to meet other theater airlift mission requirements.

11. Medical Support

11.1. General. The medical support section will include, when available, a medical planner, flight surgeons, independent duty medical technicians, medical and aerospace medicine technicians, and medical logistics technicians.

11.2. Mission. The mission is to provide a health care system focused on prevention of disease and illness while fostering quality, continuous, comprehensive, and accessible medical care. The task of medical personnel is to take care of the aircrew and support personnel by providing quality medical care whenever and wherever required. A medical planner is designated to identify specific medical support requirements and to facilitate medical logistics planning.

11.3. Organizational Structure. When deployed, the AFSOC SMO will advise the Director, Base Medical Services (DBMS) on medical issues pertinent to base health and welfare. When a DBMS is not available, the AFSOC SMO will fill that position and assume those responsibilities (identified below). The SMO will report to the COMAFSOC as a Special Staff member. The medical operations personnel deploy as a Special Operations Forces Medical Element (SOFME) and will fall under the SMO for guidance and reporting. SOFME personnel (UTC FFQEK) located at the AFSOC main operating base will not be directly assigned to flying squadrons. A non standard UTC (FFZ99) may

also be used at the time of plan execution for deployment of medical logistics and administrative personnel to meet unique requirements.

11.4. Duties and Responsibilities.

11.4.1. SMO. The SMO is responsible for advising the COMAFSOC and, when necessary, functioning as the DBMS. In all circumstances, the SMO will perform the activities identified in paragraph 3.3.5. The SMO will also provide guidance to all assigned and transiting SOFME personnel.

11.4.2. SOFME Personnel. SOFME personnel are responsible for providing direct medical care to aircrews and support personnel.

11.4.3. Medical Planning. The medical planner is responsible for providing medical input to operations plans, identifying and facilitating medical logistics requirements, coordinating personnel issues, and coordinating medical input to daily SITRF, Ps.

12. Operations Squadrons

12.1. General. Operations squadrons, to include flying and ST (when aligned under COMAFSOC) will retain organizational integrity while deployed as operations elements of the AFSOC except for identified augmentation positions required to support AFSOC staff planning functions. The deployed squadron commander, or his designated representative, will manage his deployed personnel and be responsible to COMAFSOC.

12.2. Mission. Plan and execute assigned missions. Provide planners to fill AFSOC augmentation UTCs to facilitate mission planning, deconfliction, and execution.

12.3. Duties and Responsibilities. The operations elements will ensure deploying personnel are trained and qualified and all required equipment is available to conduct anticipated missions; will schedule aircrews or special tactics teams for assigned missions, will publish aircrew orders, track continuation training events and aircraft flying hours, and perform most other duties normally associated with that unit as if operating from home station. Aircrew transportation will normally be scheduled by the A-3 staff or command post representative.

12.4. Life Support. A consolidated life support section will be established with specialists from each weapon system and will be assigned to A-3.

13. Short Notice Contingency Exercises/Operations

13.1. General. These exercises/operations are of a short duration and with a specific and limited objective. Because of the fluidity of the operation it is imperative that the staff remain flexible. Additionally, mission planning may be very compressed. Because of the uncertainty of the type and time of the mission, the aircrews will typically begin crew rest at the earliest time to enter a standby alert status. Under these circumstances weapons systems planners will be called upon to complete a great portion of mission planning prior to alerting aircrews. Ample time must be given from aircrew show time to take-off time for crew inbrief; a review and update of the mission plan; coordination with the supported agency; and attendance at any other mission briefings which may be required for successful accomplishment.

13.2. Staff. Staff overhead should be streamlined with a mission controller responsible for coordinating all weapons system planners and monitoring the planning process. The mission controller is

responsible for both the planning and operations functions outlined in paragraphs 6.3.2. and 6.3.3. Realize that tasking information will in all likelihood be verbal, as will the mission confirmation with hard copy to follow at a later time.

14. Ability to Survive and Operate

14.1. General. The 16 SOW must be prepared to survive and sustain combat operations during periods of imminent or actual hostile attack; including chemical, nuclear, biological, and conventional warfare. The wing must be prepared to survive an attack, recover casualties, and conserve the fighting force. Deploying personnel must be highly trained on individual protective actions, detection and warning, contamination avoidance, decontamination operations, and the ability to operate during and after hostile attacks. Additionally, 16 SOW must be prepared to implement appropriate terrorist actions IAW the Installation Security Plan. To the extent possible, disaster preparedness operations should be closely located to the unit's command post and operations center.

14.1.1. Individual Protective Actions. Personnel must be trained on protective equipment, CW antidotes, personnel decontamination kits, and response to alarm signals. They must also be prepared to take the appropriate rescue, buddy-care, and casualty evacuation actions.

14.1.1.1. Personnel must be trained to detect, identify, and report chemical agents and mark contaminated areas. If required, personnel must also be prepared to decontaminate personnel, aircraft, and other equipment.

14.1.1.2. If required, personnel must be prepared to operate in contaminated areas during blacked out conditions.

14.1.2. Commanders must ensure their units are prepared to protect personnel and equipment from contamination.

14.2. Attack Response. All functions must be prepared to survive an initial attack, account for its personnel, and then sustain operations.

14.2.1. Each function must establish personnel accounting procedures which can be implemented after an attack. This normally consists of sign in/out procedures through an entry control point (ECP).

14.2.2. The A3 normally ensures continuity of operations and designates a Response Officer (Re) to coordinate attack response preparation and post attack operations. The Re is normally the senior Combat Plans Officer. A suggested command arrangement for post attack operations is at [Attachment 11](#). Integrated response options for geographically separated facilities and flight line operations must be thoroughly developed and well rehearsed prior to actual operations. The Re should consider organizing teams to assist in the post attack recovery. The key to team success is to build teams early in the deployment and exercise procedures prior to any attack. Each team needs to receive detailed training to be fully effective and safe. Most of the training should be done by the DP staff. Team options include:

14.2.2.1. Disaster Preparedness Team. Prepares personnel for attack. Ensures personnel understand protective actions and comply with mission-oriented protective postures.

14.2.2.2. Accountability Officer (may be the RO. Ensures all sections have accounted for personnel after Alarm Black or All Clear signal is given.

14.2.2.3. Post Attack Assessment Team (PAAT). Conducts sweep of outside facilities to check for unexploded ordinance (UXO) and possible contamination.

14.2.2.3.1. All members should receive detailed UXO and contamination detection training upon team formation.

14.2.2.4. Casualty Collection Team. Team collects casualties using self aid/buddy care skills and moves them to a safe casualty collection point. This team should be composed of personnel who have had some form of medical training. The Re should consider using Special Tactics Pararescue personnel if available. Care should be taken to prioritize injuries, and to not mix contaminated personnel with non contaminated personnel.

14.2.2.5. Building Sweep Team. Should be used to ensure no UXOs are in the building and that personnel have been removed from potentially dangerous locations. Also used to ensure all personnel have evacuated when evacuation orders have been given.

14.3. Civil Engineers (CE). Provides beddown, damage assessment, and recovery capabilities. Airfield Damage Assessment Teams (DATs) survey airfield runways and taxiways. Damage Response Teams (DARTs) assess and estimate repairs. FIX-IT and Utility Teams have the necessary supplies to make temporary repairs to infrastructure. Explosive Ordinance Disposal (EOD) personnel neutralize UXOs. The Minimum Operating Strip (MOS) selection personnel provide COMAFSOC with the proposed MOS for approval. Once the MOS is selected, mat laying and crater teams begin the necessary repairs to the runway. Fire fighters provide crash response and fire fighting capabilities. The senior CE representative briefs COMAFSOC on all aspects of CE operations at the daily COMAFSOC briefing.

NORTON A. SCHWARTZ, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS*****Abbreviations and Acronyms***

A-1—Special Operations Air - Personnel and Administration
A-2—Special Operations Air - Intelligence
A-3—Special Operations Air - Operations
A-4—Special Operations Air - Logistics
A-5—Special Operations Air - Plans
A-6—Special Operations Air - Command and Control Communications
A-7—Special Tactics (When aligned under COMAFSOC)
ACM—Airspace Control Measure
ACO—Airspace Control Order
ADCON—Administrative Control
ADP—Automated Data Processing
AFFOR—Air Force Forces
AFSOC—Air Force Special Operations Component
AFSOP—Air Force Special Operations Command Pacific
AFSOD—Air Force Special Operations Detachment
AFSOE—Air Force Special Operations Element
AFSOF—Air Force Special Operations Forces
AGE—Aerospace Ground Equipment
ALCE—Airlift Control Element
AMCC—Aircraft Maintenance Coordination Center
AMC—Air Mobility Command
AO—Area of Operations
AOC—Air Operations Center
AOB—Air Order of Battle
AOR—Area of Responsibility
ATO—Air Tasking Order
BDA—Battle Damage Assessment
BOS—Base Operating Support
C3—Command, Control and Communications

C4I—Command, Control, Communications, Computers, and Intelligence

CAS—Close Air Support

CE—Civil Engineers

CEOI—Communications-Electronics Operations Instructions

CHOP—Change of Operational Control

COMAFSOC—Commander, Air Force Special Operations Command ACOM/CENT/EUR/PAC/SOUTH/

COMSEC—Communications Security

CRCC—Combined Rescue Coordination Center

CSAR—Combat Search and Rescue

CTB—Combined Targeting Board

CTAPS—Contingency Theater Automated Planning System

DA—Direct Action

DAO—Defense Attaché Office

DART—Damage Response Team

DAT—Damage Assessment Team

DBMS—Director, Base Medical Services

DBSL—Deep Battle Synchronization Line

DCA—Defensive Counter Air

DLQ—Deck Landing Qualification

DNIF—Duty Not Including Flying

DZ—Drop Zone

EALT—Earliest Anticipated Launch Time

ECP—Entry Control Point

EEI—Essential Elements of Information

E&R—Evasion and Recovery

EOB—Electronic Order of Battle

EOD—Explosive Ordinance Disposal

EPR—Enlisted Performance Report

EWOW—Electronic Warfare Officer

EXPLAN—Exercise Plan

FARP—Forward Arming and Refueling Point

FEBA—Forward Edge of the Battle Area

FID—Foreign Internal Defense

FLOT—Forward Line of Own Troops

FOB—Forward Operations Base

FSB—Forward Staging Base

FSCL—Fire Support Coordination Line

HQ—Headquarters

IFF—Identification Friend or Foe

IFR—Instrument Flight Rules

ISB—Intermediate Staging Base

ITO—Integrated Tasking Order

JAI—Joint Airdrop Inspection

JAOC—Joint Air Operations Center

JDISS—Joint Deployable Intelligence Support System

JFACC—Joint Force Air Component Commander

JFC—Joint Force Commander

JFSOCC—Joint Force Special Operation Component Commander

JIC—Joint Intelligence Center

JOC—Joint Operations Center

JSOAC—Joint Special Operations Air Component

JSOACC—Joint Special Operations Air Component Commander

JSOTF—Joint Special Operations Task Force

JSRC—Joint Search and Rescue Center

JTCB—Joint Targeting Coordination Board

JTF—Joint Task Force

JTTP—Joint Tactics, Techniques, and Procedures

LMR—Land Mobile Radio

LNO—Liaison Officer

LZ—Landing Zone

MCA—Mission Concept Approval

METL—Mission-Essential Task List

MEU—Marine Expeditionary Unit

MICAP—Mission Capable Parts

MICON—Mission Concept
MISREP—Mission Report
MITASK—Mission Tasking
MOB—Main Operating Base
MOCC—Maintenance Operations Coordination Center
MOPP—Mission Oriented Protective Posture
MOS—Minimum Operating Strip
MOOTW—Military Operations Other Than War
MRSP—Mobility Readiness Spare Package
MPA—Mission Planning Agency
MSA—Mission Support Agency
MSC—Mission Support Confirmation
MSEL—Master Scenario Events List
MSR—Mission Support Request
NOTAM—Notice to Airmen
NSWTU—Naval Special Warfare Task Unit
NVG—Night Vision Goggles
OB—Order of Battle
OCA—Offensive Counter Air
ODA—Operational Detachment-Alpha
OJT—On the Job Training
OPCON—Operational Control
OPLAN—Operation Plan
OPORD—Operation Order
OPR—Officer Performance Report
OPREP—Operational Report
OPSEC—Operational Security
OPSUM—Operations Summary
OSS—Operations Support Squadron
PAAT—Post Attack Assessment Team
PERSCO—Personnel Support for Contingency Operations
PME—Professional Military Education

POL—Petroleum/Oil/Lubricants

PSYOP—Psychological Operations

RCC—Rescue Coordination Center

RFI—Request for Information

RO—Response Officer

RSP—Readiness Spare Parts

SAO—Security Assistant Office

SCIF—Sensitive Compartmented Information Facility

SEAD—Suppression of Enemy Air Defense

SFOB—Special Forces Operations Base

SITREP—Situation Report

SLO—Senior Logistics Officer

SMO—Senior Medical Officer

SOCRATES—Special Operation Command, Research, Analysis and Threat Evaluation System

SOF—Special Operations Forces

SOFME—Special Operations Forces Medical Element

SOFPARS—Special Operations Flight Planning and Rehearsal System

SOLE—Special Operations Liaison Element

SOMPF—Special Operation Mission Planning Folder

SPINS—Special Instructions

SR—Special Reconnaissance

SRC—Search and Rescue Center

ST—Special Tactics

STG—Special Tactics Group

STS—Special Tactics Squadron

STT—Special Tactics Team

STU—Secure Telephone Unit

TACON—Tactical Control

TIP—Target Intelligence Package

TOC—Tactical Operations Center

TOT—Time Over Target

TFFDD—Time-Phased Force and Deployment Data

TSCIF—Tactical Sensitive Compartmented Information Facility

USCINCSOC—Commander in Chief, US Special Operations Command

USMTF—US Message Text Format

USSOCOM—United States Special Operations Command

UTC—Unit Type Codes

UW—Unconventional Warfare

UXO—Unexploded Ordinance

WRM—War Reserve Material

Terms

Alert Order—(1) A crisis-action planning directive from the Secretary of Defense, issued by the CJCS, that provides essential guidance for planing and directs the initiation of execution planning for the selected course of action authorized by the Secretary of Defense. (2) A planning directive that provides essential planning after the directing authority approves a military course of action. An alert order does not authorize execution of the approved course of action.

Clandestine Operation—An operation sponsored or conducted by governmental departments or agencies in such a way as to assure secrecy or concealment of the operation.

Counterterrorism (CT)—Offensive measures taken to prevent, deter, and respond to terrorism."

Covert Operation—An operation that is so planned and executed as to conceal the identity of or permit plausible deniability by the sponsor. A covert operation differs from a clandestine operation in that emphasis is placed on the concealment of the identity of sponsor rather than on concealment of the operation.

Direct Action—Short-duration strikes and other small-scale offensive actions by special operations forces to seize, destroy, capture, recover, or inflict damage on designated personnel or materiel.

Foreign Internal Defense (FID)—Participation by civilian and military agencies of a government in any of the action programs taken by another government to free and protect its society from subversion, lawlessness, and insurgency.

Forward Operations Base (FOB)--In special operations, a base usually located in friendly territory or afloat that is established to extend command and control or communications or to provide support for training and tactical operations.

In Extremis—A situation of such exceptional urgency that immediate action must be taken to minimize imminent loss of life or catastrophic degradation of the political or military situation.

Mission Planning Agency (MPA)—The subordinate special operations agency designated by the joint force special operations component commander to validate, plan, and execute a particular special operations mission. Responsible for transmitting the MSR NLT 72 hours before EALT.

Mission Support Agency (MSA)—The subordinate special operations agency designated by the MPA to support a particular special operations mission. Tasking is through an MSR. MSA should transmit the MSC NLT 48 hours before the earliest anticipated alert time (EALT).

Mission Tasking (MITASK)—A directive that assigns a mission to a subordinate commander, provides essential planning guidance, and directs the initiation of mission planning. A mission tasking may be issued as a warning order, planning order, alert order, or execute order.

Operational Control (OPCON)—Transferable command authority which may be exercised by commanders at any echelon at or below the level of combatant command.

Special Reconnaissance—Reconnaissance and surveillance actions conducted by special operations forces. It includes target acquisition, area assessment, and post-strike reconnaissance.

Tactical Control (TACON)—The detailed and, usually, local direction and control of movements or maneuvers necessary to accomplish missions or tasks assigned.

Unconventional Warfare (UW)—A broad spectrum of military and paramilitary operations, normally of long duration, predominantly conducted by indigenous or surrogate forces who are organized, trained, equipped, supported, and directed in varying degrees by an external source. It includes guerrilla warfare and other direct offensive, low visibility, covert, or clandestine operations, as well as the indirect activities of subversion, sabotage, intelligence activities, and evasion and escape.

Warning Order—(1) A crisis action planning directive issued by the CJCS that initiates the development and evaluation of courses of action by a supported commander and requests that a commander's estimate be submitted. (2) A planning directive that describes the situation, allocates forces and resources, establishes command relationships, provides the initial planning guidance, and initiates subordinate unit mission planning.

Attachment 2

ADVANCED ECHELON (ADVON) TEAM

A2.1. General. An ADVON team may be required at a location where 16 SOW has not previously conducted a site survey. The ADVON team may also be required anytime 16 SOW/CC desires to front load a deployment with supporting personnel to ensure the deployment base is prepared to receive 16 SOW forces.

Mission. The ADVON will ensure deploying assets are efficiently bedded down and coordinate with host base/nation agencies for anticipated requirements. Additionally, mission planners, including Special Tactics planners/LNO(s), may be required to coordinate and plan anticipated mission requirements.

A2.2. Execution. When directed by 16 SOW/CC, the ADVON will depart to the deployed location.

A2.2.1. The ADVON will depart on the first available means. If organic or military airlift is not available, the ADVON will be scheduled on commercial aircraft.

A2.2.2. Each operation will have its own unique requirements. The ADVON should be tailored to the specific location and requirements of the operation. The following list has proven effective for past operations. Positions may be added or deleted depending on specific requirements. Functional managers should develop continuity folders in anticipation of ADVON requirements.

Position	Function
Team Chief (AFSOC/A3 or ADO)	Overall Command and Control
First Sergeant	Assist Team Chief/Prepare for arriving forces
Operations Officer	Operations Planning
Logistics Officer	Coordinates overall LG effort
Log Planner	Coordinates fuel/supply/trans/facility rqmts
Maintenance Supervision x 2	Maintenance coordination
Munitions or Munitions Safety	Loading, buildup, storage
Communications Personnel x 3	Establish 24-hour communications
Services	Billeting, messing
Security Police	Coordinate security requirements
Contractor	Miscellaneous requirements
PERSCO	Prepare for arrival of forces
Medical Officer	Conduct initial med planning for arriving forces
Airspace Manager	ATC/airfield host nation/domestic coordination
Weapon System Managers	Coordinate/plan anticipated rqmts

Special Tactics

Coordinate/plan anticipated rqmts

(When aligned under COMAFSOC)

Intelligence Officer x 2

Determine Intelligence situation/establish intel channels

OSI agent

Determine CI/CT threat

6 SOS x 2 (if required)

Combat air advisory functions

Attachment 3**AIR FORCE SPECIAL OPERATIONS DETACHMENT/ELEMENT (AFSOD/E) OPERATIONS**

A3.1. General. An Air Force Special Operations Detachment (AFSOD) is a squadron-size headquarters, which could be a composite organization composed of different Air Force special operations assets. The detachment is normally subordinate to a special operations component, such as an AFSOC, JSOTF, or Joint Task Force, depending on the scope and duration of the operation.

A3.2. Command and Control. An AFSOD is normally under the command of COMAFSOC. When an AFSOC is not assigned to the theater, the AFSOD will normally be under the control of the theater special operations commander. AC-130 AFSOD. Actual command and control arrangements should be clearly explained in OPLANs, OPORDs, and EXPLANs.

A3.3. Planning. When an AFSOD is assigned to an AFSOC, general planning will be done at the AFSOC. The AFSOD will conduct all mission planning and reporting requirements through the AFSOC. When there is no theater AFSOC, the AFSOD will conduct the same AFSOC requirements, but on a smaller scale. AFSOC procedures and responsibilities outlined in this instruction should be tailored to meet specific AFSOD requirements. AFSOD staffing is dependent on the operations to be conducted, but in general, is considerably less than an AFSOC. An AFSOD can be staffed one of two ways. One option is to use the 9AAHQ UTC and tailor it to meet specific requirements. A second option is to use the 9AAHD (AFSOD) UTC and augment it with appropriate personnel. In either event, appropriate weapons system and communications augmentation packages can be added to the AFSOD to ensure specific mission planning capability. As a minimum, the AFSOD will consist of an operations and intelligence branch.

An Air Force Special Operations Element (AFSOE) is an element-size Air Force special operations headquarters which could be a composite organization composed of different Air Force special operations assets. It is normally subordinate to an AFSOC or an AFSOD. It may be either temporary, or permanent, depending on the scope and duration of the operations. The AFSOE will report to its next higher headquarters.

Attachment 4

A-1 SHIFT DUTIES

A4.1. Day Shift Personnel.

A4.1.1. Receives change-over briefing from night shift to include status of in-work projects and required completion time.

A4.1.2. Completes and produces daily stand-up briefing slides.

A4.1.3. Verifies and updates personnel status for inclusion in the Commander's SITREP if a PER-SCO team is not deployed.

A4.1.4. Periodically checks the message center for incoming messages, logs all correspondence, delivers to the staff director for review, makes required copies, and distributes.

A4.1.5. Logs all outgoing correspondence and delivers to the message center for transmittal.

A4.1.6. Receives incoming faxes and messages, following the same procedures for both.

A4.1.7. Completes other administrative tasks as assigned by the commander or staff director.

A4.1.8. Cleans up the work center prior to going off shift.

A4.1.9. Conducts change-over briefing with night shift, updating status of in-work projects and required completion time.

A4.2. Night Shift Personnel.

A4.2.1. Receives change-over briefing from day shift to include status of in-work projects and required completion time.

A4.2.2. Receives SITREP information from the Command Post representative, types it in the proper format and delivers it to the message center for transmittal after it has been reviewed by the staff director for accuracy.

A4.2.3. Periodically checks the message center for incoming messages, logs all correspondence, delivers to the staff director for review, makes required copies, and distributes.

A4.2.4. Logs all outgoing correspondence and delivers to the message center for transmittal.

A4.2.5. Receives incoming faxes and follows the same procedure as for incoming messages.

A4.2.6. Completes other administrative tasks as assigned by the commander or staff director.

A4.2.7. Cleans up the work center prior to going off shift.

A4.2.8. Conducts change-over briefing with day shift, updating status of in-work projects and required completion time.

A4.3. Deployed A-1 Operational Checklist

A4.3.1. The A-1 needs to sign for the 9AAHQ equipment package. This should be accomplished a week before the deployment if possible. That way all equipment can be inspected and accounted for.

- A4.3.2. Ensure that a 2-3 person Admin support team and PERSCO are included on the ADVON team.
- A4.3.3. Before departure, or during flight, separate 9AAHQ equipment to be certain that the proper equipment is given to the people who need it.
- A4.3.4. When you arrive at the deployed location, ensure that you have the proper facilities and furniture to conduct your operation.
- A4.3.5. Ensure that the proper equipment is setup for the briefing room. (In the field, overhead projectors are an AFSOC norm.
- A4.3.6. Ensure that a reception area is setup for the PERSCO. (Assist in putting together an inprocessing briefing team).
- A4.3.7. Make sure your A-1 assets are setup to accommodate the operation. You need to support the commander, but you also need to give assistance to the A-3.
- A4.3.8. PERSCO needs to ensure that they have copies of all the chalk assignments. The lists can be obtained from the LGX.
- A4.3.9. Setup a system for the commander to view incoming messages, outgoing messages, and SITREPS. Also, a read file is a nice touch.
- A4.3.10. Setup the procedures for receiving inputs for the SITREP. You will be compiling a SITREP for the commander to review on a daily basis.
- A4.3.11. Certify all area copiers for classified reproduction. (Have the chief of security help you with this).
- A4.3.12. Ensure that a system is setup to handle distribution.
- A4.3.13. Put up a white board that contains any current information that people need to know.
- A4.3.14. Construct an official newsletter and circulate to all unit personnel. These letters need to be put out about every other day.

Attachment 5

SAMPLE SITREP

Figure A5.1. Sample SITREP (Part 1 of 5)

FROM
: COMAFS00CENT BS 95
TO
:ZEN COMS00CENT FORWARD BS 95
INFO
:HQ AFS0C HURLBURT FLD FL//CC/DO/XP/DP/SC/DDC/LG//
:COMS00CENT MACDILL AFB FL//SQJ00/SQJ3/SQJ4/SQJ6//
:BS VI MEF DEPLOYED//
:JFACC EXERCISE BS 95//
TEXT
:UNCLAS
EXER/BRIGHT STAR 95//
MSGID/SITREP/16 SOW DEPLOYED/018/MAY//
PERID/161900Z/TO:171900Z/ASOF:171900Z//
GENTEXT/OPERATIONS/FLYING TIME SUMMARY//
1. GENTEXT/OPS FLYING TIME SUMMARY:

TYPE	TAIL	TOTAL
MC-130E	0551	13.0
MC-130E	0555	39.9
MC-130H	1212	39.4
MC-130H	0475	37.6
MH-53J	4993	13.8
MH-53J	4994	50.8
HC-130	5819	43.2

COMMENTS: TOTAL FLYING HOURS ADJUSTED TO REFLECT EXERCISE EMPLOYMENT MISSIONS ONLY.

2. GENTEXT/OPS LAST 24 HOURS/(17 MAY):

TYPE	TAIL	ATD	ATA	DUR	EFF	REMARKS
MC-130E	0551	0853Z	2010G	12.1	100%	BS SHUTTLE
MC-130E	0555					NO FLY/MAINTENANCE SPARE
MC-130E	0567	0953Z	1555Z	4.2	030%	CDS/HALO/AR/HAR/RAPID/SCA
MC-130H	0280	1113Z	1555Z	4.7	100%	SL/HS/SCA
MC-130H	0282	1113Z	1555Z	4.6	100%	BUNDLE/SCA/HS
MH-53J	4995					NO FLY/MAINTENANCE
MH-53J	0356	1035Z	1505Z	4.5	75%	NT/DV/AR

COMMENTS: ACFT 0928 NIGHT FLIGHT A/R CNX. NO DV SUPPORT REQUIRED.

3. GENTEXT/OPS NEXT 24 HOURS/(18 MAY):

TYPE	TAIL	T/O	LAND	DUR	REMARKS
MC-130E	0523	1100Z	1630Z	5.5	AR/HAR/AR/SCA
MC-130E	7785				NO FLY/MX SPARE
MC-130E	0551	0430Z	1530Z	11.0	CG SHUTTLE
MC-130H	0012				NO FLY/PLANNING DAY
MC-130H	0024				NO FLY/PLANNING DAY
MH-53J	0357				NO FLY/MAINTENANCE
MH-53J	0356	1115Z	1700Z	5.6	EXFIL/HAR/AR

4. GENTEXT/OPS NEXT 48 HOURS/(19 MAY):

TYPE	TAIL	T/O	LAND	DUR	REMARKS
MC-130E	0555				NO FLY/PLANNING DAY
MC-130E	0567	1045Z	1730Z	6.7	EXFIL/HAR/CDS/HALO/NVG
MC-130H	0011	1030Z	1600Z	5.5	DV/AT/HS
MC-130H	0282				NO FLY/PLANNING DAY
MH-53J	0357	0945Z	1700Z	6.2	NT/NMO DUCK/AR

Figure A5.2. Sample SITREP (Part 2 of 5)

MH-53J 0360 0945Z 1700Z 6.2 NT/MMD DUCK/AR
 5. GENTEXT/OPS NEXT 72 HOURS/(20 MAY):
 TYPE TAIL T/O LAND DUR REMARKS

MC-130E 0561 1030Z 1645Z 5.3 CRS/CDS/HAR/UL
 MC-130E 0568 NO FLY/PLANNING DAY
 MC-130H 0283 NO FLY/PLANNING DAY
 MC-130H 0475 0630Z 1430Z 6.5 CDS/L/CK/AR/AI
 MH-53J 0363 1200Z 1530Z 3.5 NTAC/PAVE/AR
 MH-53J 8286 NO FLY/PLANNING DAY

6. (U) GENTEXT/SPECIAL TACTICS/METLS TRNG/OPERATIONS//
 A. (U) LAST 24 HRS (17 MAY)/(1. METLS TRNG/2. 16 SOW SUPPORT):
 1. (U) HALD JMP,S/L JUMP (30 PE), BUILD AND DROP BIKE BUNDLE WITH
 HOST NATION.
 2. (U) HALD, S/L JUMP X 30 PER, CDS X 1 AT SCORPION DZ:
 RAPID/INFIL/RCL'S AT RAGHEAD LZ.
 B. (U) NEXT 24 HRS (18 MAY)/(1. METLS TRNG/2. 16 SOW SUPPORT):
 1. (U) HALD JUMP, S/L JUMP (30 PE), MEDEX WITH HOST NATION.
 2. (U) HALD, S/L JUMP X 30 PER, CDS X 1 AT DESERT DZ:
 RAPID/INFIL/RCL'S AT FLATBED LZ.
 C.(U) NEXT 48 HRS (19 MAY)/(1. METLS TRNG/2. 16 SOW SUPPORT):
 1. (U) HALD WITH HOST NATION, MEDEX.
 2. (U) CDS, RAPIDS, RCL AT SANDBOX LZ.
 D. (U) COMMENTS: NONE//
 7. (U) GENTEXT/LOGISTICS/MAINTENANCE//
 A. (U) SUPPLY REQUIREMENTS:

DATE	TAIL	NOUN	MSN	QTY
5133	N/A	TIE DOWN	1670-00-725-1347	28
5133	N/A	CHAIN	4010-00-516-8405	12
5133	N/A	ADJUSTER	1670-00-212-1149	14
5135	N/A	HYDRO FLUID		2 CS
5135	N/A	ABSORB PADS		
5135	N/A	COVERALLS		2 PR
5135	N/A	TAPERED AIRCHUCK		
5135	N/A	TIP TARGETS FOR B500		
5135	N/A	MALE ADAP FOR ACFT(TU-205)		
5135	N/A	DAMPER BEARING SHIM STOCK		
5135	N/A	GAS PATH TURB CLEANER		
5135	N/A	.032 SAFETY WIRE		
5135	N/A	.020 SAFETY WIRE		

MICAPS:

DATE	TAIL	NOUN	MSN	P/N	WUC
	QTY	T.O./FIG/IND		JCN	
5129	0566	CONTROLLER		6685-01-347-6636	41DAK
	1EA	IMC-130E-4-1/3-8/14		1150922-1-1	
5131	0559	ENG HARN		5935-01-033-3524	22240MS34502450KT28-215
	1EA	MH53J-4-437-84		316503	
1803		VALVE		810012182643	BYLB51044
	1EA	IC-130H-4 178/32			41226

B. (U) AFSOC RSP FILL RATES
 B SOS KIT (XD2) 16 SOS KIT B90 (XD2)
 SHOPCODE SHOPCODE
 AB AA
 AUTH 38 AUTH 146

Figure A5.3. Sample SITREP (Part 3 of 5)

O-H 30
X 79
BB

AUTH 71
O-H 63
X 89

O-H 122
X 84
AC

AUTH 115
O-H 106
X 92

C. (U) AFSO RSP ASSETS:
DATE TAIL KIT/DETAIL NOUN NSN QTY
OH RESUPPLY
5137 0928 AA/0022 TIP CAP 1615-01-125-8793 1
4 N055
5137 0928 AA/0121 RADAR XM 5841-00-001-7075 1
5 NO
5137 0928 MG/0561 HYD FLUID 9150-00-149-7431 1
95QT NO

D. (U) EQUIPMENT REQUESTS: NONE

E. (U) MAINTENANCE AND SERVICES/AIRCRAFT STATUS
TYPE TAIL STATUS REASON ETIC LAST FLY
MH-53J 0357 NMCM #2 ENG NOSE GEAR BOX 0100 129
LEAKS EXCESSIVELY
MH-53J 4995 NMCM RAW HAS CONST INDICATION 1800 137
MC-130E 0567 PMCS FLT DECK AC, MAN. ONLY P+2 136
MC-130E 0569 PMCS #1 ENG W/N SHUTDOWN P+9 137
MC-130H 1212 PMCM #3 TANK QNTY FLUX CFHS 137
MC-130H 0475 NMCM TF HARDWARE FAIL P+2 137
MC-130E 0561 NMCM LH ORC-8402 POD FAIL CFHS 137

COMMENTS: ENGINE ARRIVED AND BIEG INSTALLED.

F. (U) POL:
FUEL CONSUMED PAST 24 HOURS CUMULATIVE
AFSOC:
JP-B 18,032 LBS 1,009,453.5 LBS
DIESEL 200 LTRS 1,135 LTRS
MOGAS 0 LTRS 200 LTRS
AFSOD:
JP-B 10,042.5 LBS 122,545.5 LBS
DIESEL 0 LTRS 124 LTRS
MOGAS 113.4 LTRS 807.4 LTRS

G. (U) TRANSPORTATION ASSETS:
QTY TYPE LOCATION
14 VAN AFSOC
01 10K FORKLIFT AFSOC
01 ADSF TRUCK AFSOC (HOST PROVIDED)
01 P/U TRUCK AFSOC
06 VAN AFSOD
01 FORKLIFT AFSOD
01 PICKUP AFSOD

H. (U) MUNITIONS STATUS: NSTR

I. (U) RESUPPLY: NSTR

J. (U) REDEPLOYMENT: NSTR

K. (U) FX REQUESTS: NSTR

L. (U) GENTEXT/MEDICAL//

AFSOC:
A. (U) OUT PATIENT VISITS LAST 24 HOURS CUMULATIVE

Figure A5.4. Sample SITREP (Part 4 of 5)

NONBATTLE INJURY	0	1
HEAT INJURY	0	1
GASTROINTESTINAL	1	34
URI-VIRAL	1	25
STD	0	0
DERMATOLOGIC	1	10
ORTHO	0	4
OTHER	4	24
TOTAL	7	99

B. (U) DNIF STATUS:

CREW POSITION	SQUADRON	DATE DOWN	EST UP
PILOT	15 SOS	4 MAY 95	6 MONTHS

C. (U) HOST NATION TREATMENT FACILITY VISITS:

LAST 24 HOURS	CUMULATIVE
0	1

D. COMMENTS: NONE

AFSOC:

A. (U) OUT PATIENT VISITS	LAST 24 HOURS	CUMULATIVE
NONBATTLE INJURY	0	0
HEAT INJURY	0	0
GASTROINTESTINAL	0	11
URI-VERAL	0	8
STD	0	2
DERMATOLOGIC	0	5
ORTHO	0	2
OTHER	0	1
TOTAL	0	29

B. (U) DNIF STATUS: NONE

C. (U) HOST NATION TREATMENT FACILITY VISITS:

LAST 24 HOURS	CUMULATIVE
0	1

D. COMMENTS: NSTR//
 GENTEXT/INTELLIGENCE-RECONNAISSANCE//
 INTELLIGENCE: NSTR//
 9. (U) GENTEXT/ COMMUNICATION//

AFSOC:

A. (U) PRIMARY 24 HOUR CONTACT:
 SWITCHBOARD 641-1020 (DSN SECURE)
 DSN UNSECURE 641-1019/22/23
 TOT TO SWITCHBOARD 66-42-242-304/308

AFSOD:

A. (U) TOT LINES 66-36-486-925/26/27 EXT 9661 SOCCE & MOC.
 24 HR CONTACT: CELLULAR NUMBER 66-1-913-9278

NET TYPE	STATUS	REMARKS
JSOTF SATCOM (VOICE)	GREEN	
JSOTF SATCOM (DATA)	GREEN	
JSOTF HF	GREEN	
AFSOC SATCOM (AIR OPS VOICE)	GREEN	
AFSOC SATCOM (AIR OPS DATA)	GREEN	
AFSOC HF (AIR OPS)	GREEN	
AFSOC VHF (AIR OPS)	GREEN	
AFSOC UHF (AIR OPS)	GREEN	

Figure A5.5. Sample SITREP (Part 5 of 5)

AFSOD SATCOM (VOICE) GREEN
AFSOD SATCOM (DATA) GREEN
AFSOD UHF (AIR OPS) GREEN
HOST COMM/MIL TELEPHONE (AFSOD) RED
SECURE FAX GREEN
SECURE PROCOMM GREEN
INMARSAT TELEPHONE GREEN SPARE ON LINE
LMR OPS GREEN
LMR MAINT GREEN SIMPLEX MODE ONLY
AFSOD LMR OPS GREEN
AFSOD LMR MAINT GREEN
DSN GREEN
JOISS (INTEL) GREEN
HOST COMM/MIL TELEPHONE GREEN
SHF GMR SATCOM (GUARD UNIT) GREEN
AUTODIN RED CIRCUIT PROBLEMS
CTAPS GREEN
CONSTANT SOURCE GREEN
COMMENTS: JOINT SEARCH AND RESCUE CENTER 812-8381-346 STU. 812-8381

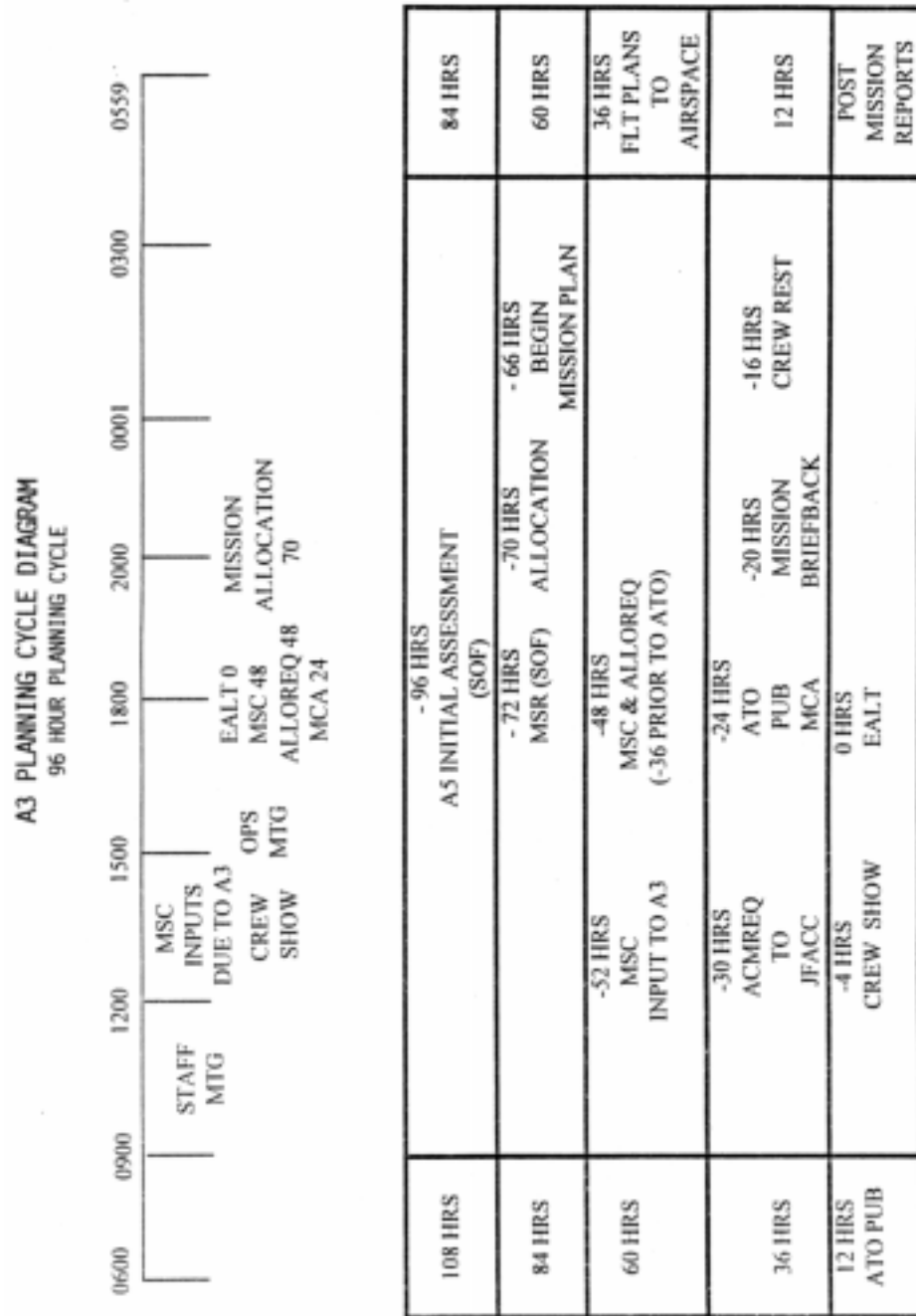
10. (C) GENTEXT/KEY PERSONNEL//
GRD NAME DUTY TITLE ROOM REMARKS
COL SMITH COMAFSOC 1 HILTON
LTC JONES COMAFSOC/CD 2 HILTON
MAJ SMEDLY COMAFSOC 1 MOTEL 6
(LIST ALL KEY PERSONNEL)
AFSOC: HILTON PHONE 66-42-248-155
AFSOC: MOTEL 6 PHONE CELLUAR 66-1-913-9278, HOTEL 036-412-300/
GENTEXT/PERSONNEL//
A. (U) CAIRO
UNIT OFFICER ENLISTED CIV
16 SOW (F) 2 7 0
16 OG (F) 4 6 0
16 OSS (F) 7 32 (3) 1
23 STS (F) 1 16 0
25 IS (F) (AIA) 0 2 0
8 SOS (F) 13 34 (2) 1
15 SOS (F) 11 36 0
9 SOS (F) 1 0 0
20 SOS (F) 0 1 0
OSI (F) (OSI) 2 0 0
TOTAL (AFSOC) 39 136 (7) 2
B. (U) AFSOD LOCATION:
20 SOS (F) 11 58 2
16 OSS (F) 0 6 0
TOTAL (AFSOD) 11 64 2//
11. (U) GENTEXT/WEATHER//NSTR//
12. (U) GENTEXT/SAFETY//NSTR//
13. (U) GENTEXT/COMMANDER COMMENTS:HOSTED LTG MARSH AND BG MOHAMED AT CAIRO FOR SHORT TOUR/VISIT WITH
AFSOC. SCHEDULED TO FLY MG JONES ON THE NIGHT OF 19 MAY 96, FOR MC-130H DEMO. HELD MX SUPERB IN
KEEPING SINGLE MH-53 MISSION READY. REPLACEMENT MH-53J ENGINE NOW IN HAND. ESTIMATE #2 MH-53 MISSION
READY FOR THURSDAY NIGHT'S MISSION. PERSONNEL PARACHUTE RIGGER SUPERVISOR FROM HOMESTEAD ARRIVED. AND
READY TO GO TO WORK.//
CLASSIFIED BY BS 96 EXPLAN//
DECL/INDEX 25 MAY 96//

NOTE:
For further guidance, follow guidance in Joint Pub 3-05; format in USMTF.

Attachment 6

A3 PLANNING CYCLE DIAGRAM

Figure A6.1. 96 Hour Planning Cycle.

**NOTE:**

ATO planning cycle begins at 0600 day of execution. SOF cycle begins at 1800. This is only a guide. COMAFSOC/A-3 will modify to meet AFSOC requirements as required.

Attachment 7

A-3 SHIFT DUTIES

Table A7.1. Staff Daily Shift Tasks

6:30	PREPARE FOR 7:00 SHIFT CHANGE
7:00	DAY SHIFT ON DUTY. MORNING SHIFT CHANGE--CONDUCT ONE ON ONE CHANGEOVER BRIEFS
7:30	A3 MORNING STAFF MEETING
8:00	PUBLISH NEXT DAY'S SCHEDULE (COMBAT OPERATIONS)
9:00	COMMANDER'S LAST 24 HOUR BRIEFING (A-3/A-4 TO COMAFSOC)
	SLIDE INPUTS TO A-1 FOR 10:00 STAFF MEETING
10:00	STAFF MEETING (COMAFSOC, SPECIAL STAFF, A STAFF, WX, AND INVITED PERSONNEL)
11:00	REVIEW POSTED SCHEDULE FOR NEXT DAY (A-3)
	CRITICAL SEAD EVALUATION-MISSION REVIEW (COMBAT PLANS STAFF; AFSOC EWO/WEAPONS AND TACTICS OPR FOR SEAD INPUT TO ALLOREQ.
13:00	DECONFLICTION MEETING (COMBAT OPERATIONS)
14:00	MSC AND ALLOREQ INPUTS DUE TO A-3/COMBAT PLANS FOR APPROVAL IN MTF. (OPR: WEAPONS SYSTEM MANAGERS AND PLANNERS)
	SLIDE INPUTS TO A-3 FOR OPS MEETING
15:00	OPS MEETING (TODAY, 24 HOURS, 48 HOURS) (A-3, COMBAT OPS, COMBAT PLANS, LNOs)
17:00	DECONFLICTION SUBMITTED TO COMBAT OPS/A-3. IF NECESSARY, CALL SOLE.
	MSC MESSAGES DUE TO STAFF DIRECTOR, A-3, OR ADO FOR QC/RELEASE (-49 HOURS)
18:00	ATO PUBLISHED AND RECEIVED VIA CTAPS OPR: A-6 (-12 PRIOR TO ATO EXECUTION)
	MITASK RECEIVED--LOG IN AND PASS TO COMBAT PLANS (-96 HOURS)
	MSR RELEASED BY MPA-LOG IN AND PASS TO COMBAT PLANS. BEGIN APPORTIONMENT (A-3/COMBAT PLANS) (-72 HOURS)
	MSCs SENT TO MPAs AND ALLOREQ SENT TO JFACC/SOLE. OPR: COMBAT PLANS (-48 HOURS)
	MCA RECEIVED FROM COMSOC-LOG IN AND NOTIFY COMAFSOC/A-3
	PREPARE FOR 18:30 SHIFT CHANGE
18:30	PREPARE FOR SHIFT CHANGE
19:00	NIGHT SHIFT ON DUTY. CONDUCT ONE ON ONE CHANGEOVER BRIEFS
19:30	A3 EVENING STAFF MEETING
20:00	MSR APPORTIONMENT COMPLETE (-70 HOURS)
21:00	COMBAT OPS AND PLANNERS BEGIN INITIAL ASSESSMENT/DEVELOP RFIs. IF MISSIONS CANNOT BE CONDUCTED OFFER ALTERNATIVES (-69 HOURS)
21:30	DRAFT SITREP DUE TO STAFF DIRECTOR (A STAFF PROVIDES INPUTS TO A-1)
0:00	BEGIN MISSION PLANNING (WEAPON SYSTEM COORDINATORS, MISSION MANAGERS, CREWS) (66 HOURS) (MAY BEGIN SOONER IF PRELIMINARY ACTIONS ARE COMPLETE)
	SITREP CLOSES OUT
2:00	COMPLETE POST MISSION REPORTS AS SOON AS POSSIBLE AFTER CREW RETURN (A-2 AND A-3 WEAPONS SYSTEM PLANNERS)
	SITREP INPUTS DUE TO A-1 FOR CONSOLIDATION (A STAFF/SPECIAL STAFF)
3:00	SITREP DUE TO SOC

	ATO Planning Cycle starts at 0600 Hours the day of execution. Times on this schedule are based on SOF 96 Hour planning cycle unless otherwise noted.
--	---

NOTE:

These events are based on the SOF 96 hour planning cycle. There may be times when the AFSOC receives mission tasking which does not allow the full planning time. These missions normally require extremely close coordination with liaisons at the theater SOC and the SOLE. The following chart shows the AFSOC A3 planning process that normally takes place prior to executing the mission, regardless of allowable planning time.

Attachment 8

AFSOC A-3 PLANNING PROCESS

Figure A8.1. A-3 Planning Process Flowchart. (Part 1 of 2)

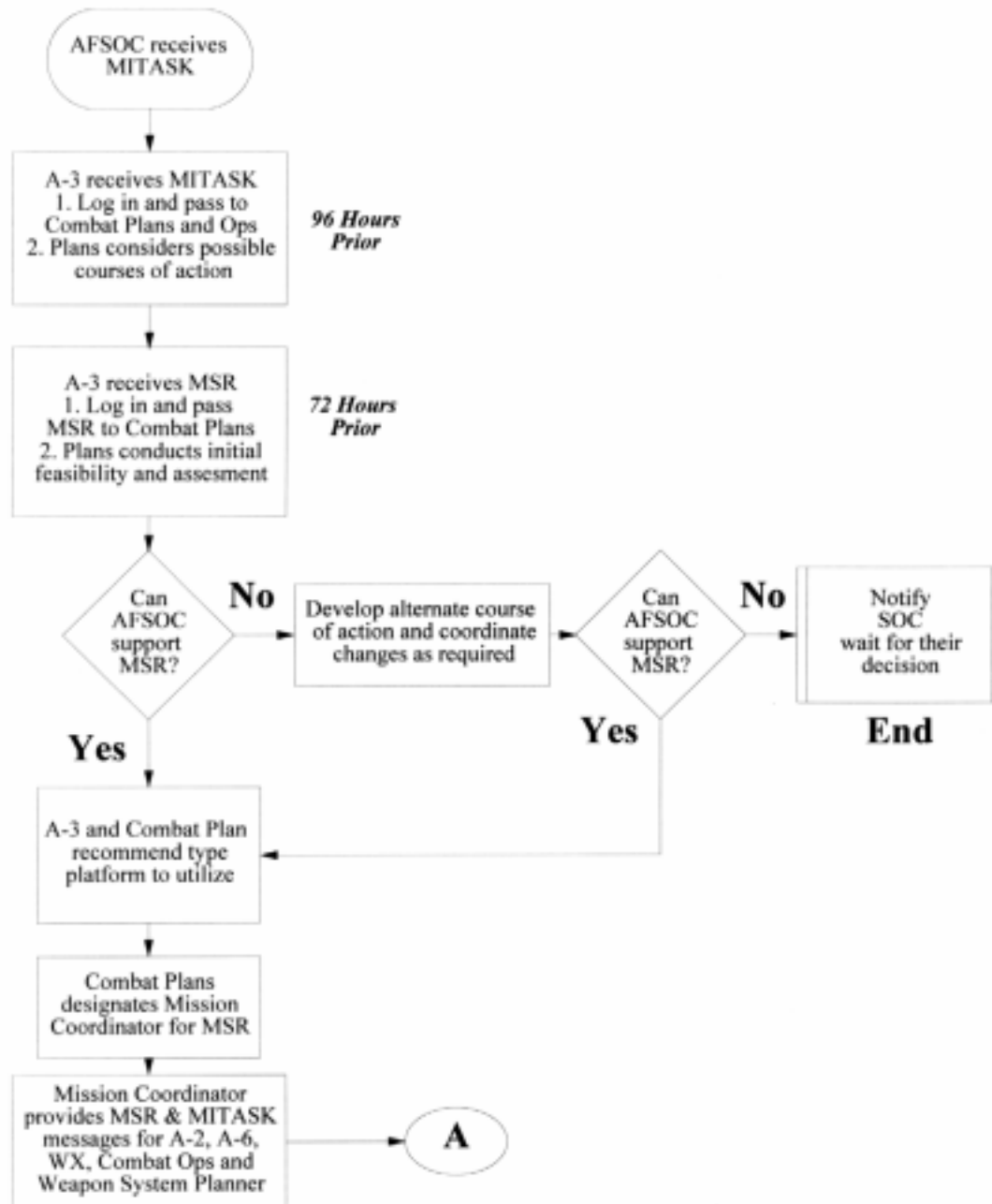
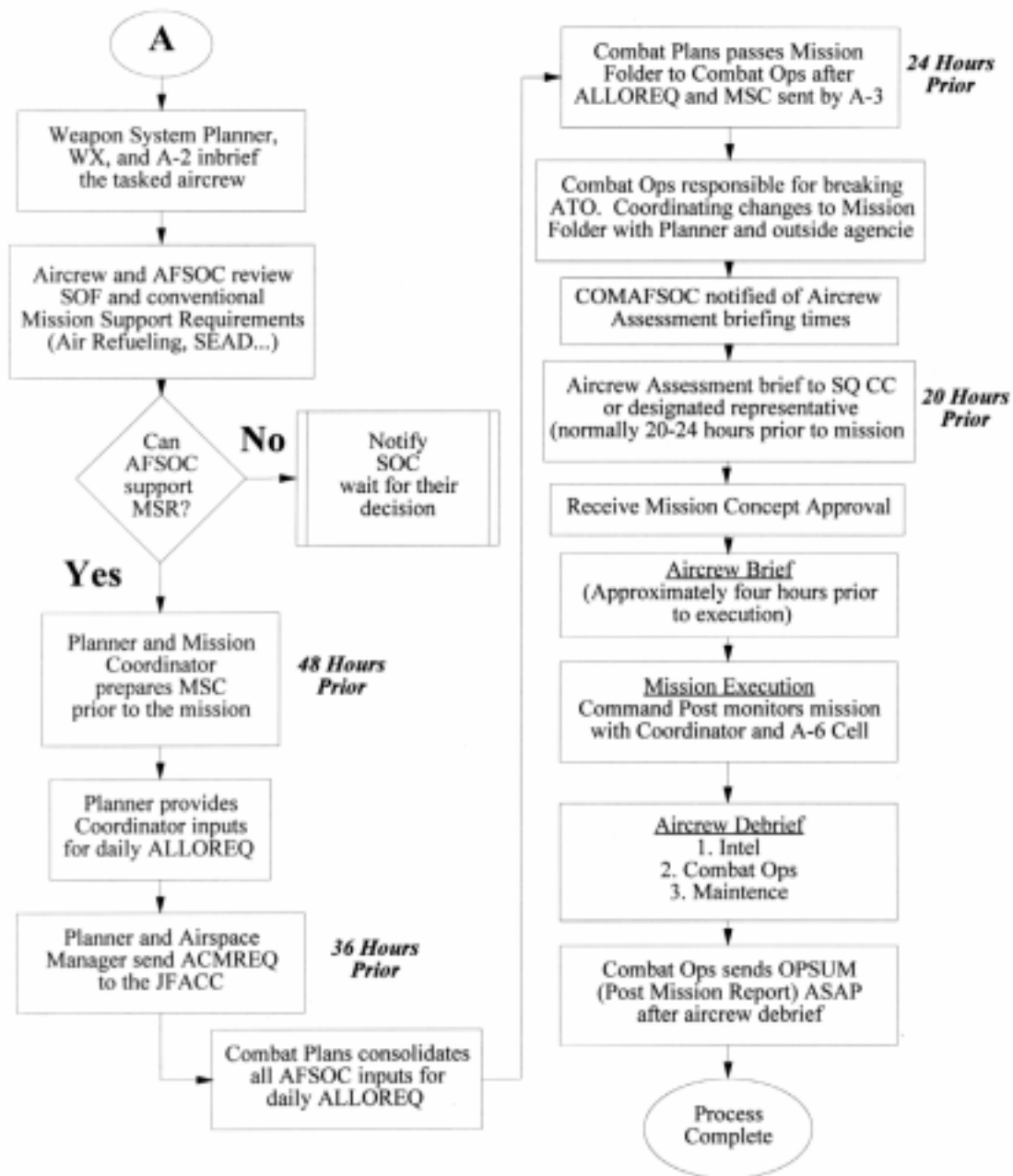


Figure A8.2. A-3 Planning Process Flowchart. (Part 2 of 2)



A-3 STANDARD FORMS

Figure A9.1. Mission Tracking Sheet.

[illegible]

Figure A9.2. Sequential Mission Listing.

[illegible]

Figure A9.3. Coordination Worksheet.

SOC MSN #:

SECRET WHEN FILLED IN

MSN DATE:

COORDINATION WORKSHEET

A3 COORDINATION INFORMATION

MSR Receipt	Mission Coordinator	MSR to Planners	MSC WKST Due	MSC Due	MSC DTG	ALLOREQ Due	EXORD Received	Folder to CMBT OPS

AIRCREW INFORMATION

Aircrew Notification	Aircrew Inbrief	Briefing Room Sched	Intel notified	Weather Notified	Aircrew Briefback	SQ CC Notified	Intel notified	Weather Notified	Aircrew Briefing

MISSION INFORMATION

AFSOC Event #	Type Mission	Type Aircraft	Aircraft Commander	Callsign	Takeoff Date/Time	Land Date/Time	Total Time	TOT/TOA	PAX

FLIGHT INFORMATION

Squadron	Flight Plan	Crew Orders	Set-Up Sheets

POST MISSION BRIEF

Location/Time	MX Notified	Intel notified	Weapon System Planner	OPSUM DTG (Cmbt Ops)

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

16 SOW Mission Setup Sheet

MSR, MICON, MITASK or other Man info

Outgoing Msgs (MSC, ALLOREQ, ACMREQ)

All incoming approvals/confirmations/EXORDs for mission.

Copy of flight orders, Aircrew Briefing, Nav Log

Post Mission Reports (OPSUM)

Figure A9.4. Weapon System Planner Checklist.

Weapon System Planner Checklist

SOF MSN #: _____ AFSOC EVENT #: _____ DATE: _____

Mission Coordinator: _____

Mission Planner: _____

Aircraft Commander: _____

Time On Target: _____

- | | | |
|--|----------------------|-------|
| <input type="checkbox"/> MSR Received | (H-72) | _____ |
| <input type="checkbox"/> Crew Notified | (H-68) | _____ |
| <input type="checkbox"/> Planner/Crew In-Brief (Wx, Intell) | (H-65) | _____ |
| <input type="checkbox"/> * MSC/SEAD/IFR Worksheet | (H-51) | _____ |
| <input type="checkbox"/> * Airspace Coordination Worksheet (w/Nav Log) | (H-36) | _____ |
| <input type="checkbox"/> * Mission Set-up Sheet | (H-36) | _____ |
| <input type="checkbox"/> ST Coordination/LZ & DZ Surveys | (H-36) | _____ |
| <input type="checkbox"/> * Execution Checklist | (H-24) | _____ |
| <input type="checkbox"/> * Flight Orders | (H-24) | _____ |
| <input type="checkbox"/> Aircrew Backbrief to Squadron CC | (H-24) | _____ |
| <input type="checkbox"/> ATO Received/Reviewed (SEAD, etc.) | (H-24) | _____ |
| <input type="checkbox"/> Review SPINS, Range Ops Procedures | (H-24) | _____ |
| <input type="checkbox"/> WX Worksheet for Dash 1 | (H-24) | _____ |
| <input type="checkbox"/> Execution Order Received | (H-24) | _____ |
| <input type="checkbox"/> Build Crew Folder | (H-24) | _____ |
| <input type="checkbox"/> Confirm Ranges, IFR/AR information | (H-24) | _____ |
| <input type="checkbox"/> Bus Request for Crews | (H-18) | _____ |
| <input type="checkbox"/> Confirm Load with ADSB | (A/R) | _____ |
| <input type="checkbox"/> Team Face-to-Face | (A/R) | _____ |
| <input type="checkbox"/> Review Combat Operations Board | (H-15) | _____ |
| <input type="checkbox"/> Aircrew Brief | (H-3) | _____ |
| <input type="checkbox"/> IG Package (Before Crewbrief) | (H-3) | _____ |
| <input type="checkbox"/> OPSUM Worksheet | (ASAP after Landing) | _____ |

* ITEMS TO BE TURNED IN TO A-3 COMBAT PLANS
ALL TIMES ARE APPROXIMATE

Figure A9.5. 16 OSS/DOX Form 172, Mission Set Up Sheet. (Front)

MISSION SET UP SHEET											
MISSION DATA											
DATE:			CALL SIGN:			BRIEF TIME:					
FLT/AUTH #:			MSN #:			CUSTOMER BRIEF:					
ACFT TYPE:			AFSOC MSN #:			MSN SYMBOL:					
SCHED T/O:			SCHED LAND:			SCHED DUR:					
ACTUAL T/O:			ACTUAL LAND:			ACTUAL DUR:					
MSN TYPE:			FUEL:			LOAD TIME:					
ACFT CMDR:			% EFFECTIVE:			MX CODE:					
INFLIGHT REFUELING DATA					AIR REFUELING DATA						
MSN #:		TNK C/S:			AR TRACK						
IFR TRK:		TYPE RDZV:			ARCT						
RZCT:		ARCT:			RCVR #/TYPE:						
BLOCK ALT:		RDZV ALT:		REFUEL ALT:		RCVR/TNK C/S					
ONLOAD:		FREQ:		EMCON PROCD:		ARIP					
RNG CONTROL:		PRI:		SEC:		ARCP					
A/A TACAN:		RCVR:		TKR:		AREP					
INTERPLANE:		PRI:		SEC:		ALTITUDE					
AIRDROPS					TRACK HEADING						
MSN #:		RNG/TZ:			OFFLOAD						
TIME:		FREQ:			MIN ALTITUDE						
PI COORD		PI MARKING			FREQ: PRI/SEC						
# / TYPE DROPS:		ALT:		LOAD WT:		A/A: TKR/RCVR					
# / TYPE CRUTES:		ALT:		DISCUSSION:		OPTION		I II SP I II SP			
GUN/NVG/EW RANGE INFO					LIGHTING						
MSN #:		RNG/LZ:			DUAL HOSE		YES / NO		YES / NO		
TIME:		FREQ:			AIRSPEED		110 / 115		110 / 115		
RNG PROFILE:		RNG ALT:			COMM		IN / OUT / MIN		IN / OUT / MIN		
LIGHTING: RCL / BOX + 1 / BO		OVERT		COVERT		SIMULTANEOUS		YES / NO		YES / NO	
MUNITIONS REQUIREMENT											
	105mm	40mm	25mm	20mm	.50 Cal	7.62mm	CHAFF	FLARES			
SCHED:											
LOADED:											
EXPENDED:											
MISSION COORDINATION											
MAINTENANCE:		TRANSPORT:		WEATHER:		TANKERS:					
RANGE:		DECONFLICT AIRSPACE:		CEDE:		PFR:					
FPLAN:		FCIF:		PAX MAN:		ADSB:					
JUMPERS:		CRASH/FIRE/RESCUE:		BOAT SUPPORT:							
INTEL:		DZSO:		MEDICAL:							
E & R PLAN:		MISREP:		CUSTOM:							

16 OSS/DOX Form 172, FEB 96

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Figure A9.6. 16 OSS/DOX Form 172, Mission Set Up Sheet. (Reverse)

[illegible]

16 OSS/DOX Form 172, FEB 96 (Reverse)

Figure A9.7. Mission Support Confirmation/Request Confirmation.

**Mission Support Confirmation (MSC Old Term)
Request Confirmation (REQCONF New Term)**

CLASSIFICATION _____

EXER/ _____ / _____ // (Exercise name/additional identifier//)

MSGID/REQCONF _____ / (AFSOC Reference Notation)

NARR/ _____ (Free text to explain subject)

AMPN/ _____

SECTION A (Section A used for airland/airdrop platforms)

SOC MSN# _____ /TEAM# _____ /AFSOC MSN# _____ /ACFT /TYPE _____ /T/O _____ /

ONLOAD TIME _____ /LOAD TIME _____ /TYPE LOAD _____ /WEIGHT _____ /#PAX _____ /

PRIM DZ _____ /TOT _____ /ALT _____ /HDG _____ /FREQ _____ /ELEV _____ /MARKINGS _____ /

ALT DZ _____ /TOT _____ /ALT _____ /HDG _____ /FREQ _____ /ELEV _____ /MARKINGS _____ /

PRIM LZ _____ /TOT _____ /HDG _____ /FREQ _____ /MARKINGS _____ /

ALT LZ _____ /TOT _____ /HDG _____ /FREQ _____ /MARKINGS _____ /

IFR TRK _____ /RZ _____ /TACAN _____ /ALT _____ /FREQ _____ /TIME _____ /ONLOAD _____ /

ARTRK _____ /ARCT _____ /TACAN _____ /ALT _____ /FREQ _____ /TIME _____ /OFFLOAD _____ /

REMARKS _____

SECTION B (Used for all Gunship missions)

SOC MSN# _____ /TEAM# _____ /AFSOC MSN# _____ /ACFT#TYPE _____ /T/O _____ /

TYPE MSN _____ /TARGET COORD _____ /LOCATION _____ /TOT _____ /TFT _____ /

TYPE MSN _____ /TARGET COORD _____ /LOCATION _____ /TOT _____ /TFT _____ /

IFR TRK _____ /RZ _____ /TACAN _____ /ALT _____ /FREQ _____ /TIME _____ /ONLOAD _____ /

REMARKS _____

SECTION C (Used for SEAD requests)

PRIORITY _____ /TARGET BE# _____ /THREAT _____ /NLT TIME _____ /BLOCK TIME _____ /

PRIORITY _____ /TARGET BE# _____ /THREAT _____ /NLT TIME _____ /BLOCK TIME _____ /

REMARKS _____ //

Figure A9.9. SOF Airspace Control Measure Request.

SPECIAL OPERATIONS FORCES

AIRSPACE CONTROL MEASURE REQUEST (ACMREQ)

MISSION INFORMATION

ORIGINATOR NAME/UNIT:	SOF/AFSOC MISSION:	TACTICAL CALLSIGN:	ATC CALLSIGN:

AIR SPACE INFORMATION

PURPOSE (ROUTE, ROZ, RFA, A/R, ETC):	
ACM EFFECTIVE FROM (DAY/TIME ZULU):	
ACM EFFECTIVE UNTIL (DAY/TIME ZULU):	
NAME OF ACM IF PREVIOUSLY ESTABLISHED:	
LAT/LONG COORDINATES IF NEW ACM:	
LIST/ATTACH NAV LOG OR ROUTES:	
WIDTH/RADIUS:	
ALTITUDE (SPECIFY AGL/MSL):	
ADDITIONAL COMMENTS:	

TO BE COMPLETED BY SOF AIRSPACE MANAGERS

DATE/TIME ACM SUBMITTED:	
ACM NAME/TYPE:	
CONFLICTS WITH:	
DECONFLICTION ACTION:	
COORDINATED WITH (CREW/PLANS/JFACC):	
ATO DAY (ALPHA-ZULU):	
INPUTERS' INITIALS:	

SECRET (WHEN FILLED IN)

Attachment 10

CSAR PLANNING DOCUMENTS

Figure A10.1. CSAR Coordinator Mission Checklist. (Part 1 of 2)

CSAR COORDINATOR MISSION CHECKLIST

I. CSAR MSN # _____

II. INITIAL NOTIFICATION:

A. DATE TIME GROUP: _____

B. TYPE MISHAP (Downed acft, bailout, isolated/injured personnel, etc): _____

C. NUMBER (Persons/acft involved, type acft): _____

D. TACTICAL CALL SIGN: _____

E. LAST KNOWN LOCATION: _____

F. IMMINENT THREAT: _____

G. KNOWN MEDICAL INJURIES: _____

III. REQUEST FOR INFORMATION (RFI):

A. ISOPREP: _____

B. EPA: _____

C. E&R KIT (Signalling devices): _____

E. SPINS: _____

D. ENEMY THREAT (Ground forces, AAA, night vision capability): _____

IV. COMMUNICATION SCHEDULE: (Zulu/Local)

A. W/SURVIVOR: FREQ: PRI _____ ALT _____

1. LAST: _____ / _____ / _____ / _____ / _____

2. NEXT: _____ / _____ / _____ / _____ / _____

B. W/ON SCENE COMMANDER: FREQ: PRI _____ ALT _____

1. LAST: _____ / _____ / _____ / _____ / _____

2. NEXT: _____ / _____ / _____ / _____ / _____

V. RECOVERY ASSETS AVAILABLE

A. FIXED WING/TYPE: _____

CALL SIGN: _____ FREQ: PRI _____ ALT _____

MEDICAL PERSONNEL ON BOARD: _____

SAR/MEDICAL EQUIPMENT AVAILABLE: _____

B. HELICOPTER/TYPE: _____

CALL SIGN: _____ FREQ: PRI _____ ALT _____

MEDICAL PERSONNEL ON BOARD: _____

SAR/MEDICAL EQUIPMENT AVAILABLE: _____

C. GROUND TEAM/TYPE: _____

CALL SIGN: _____ FREQ: PRI _____ ALT _____

MEDICAL PERSONNEL AVAILABLE: _____

SAR/MEDICAL EQUIPMENT AVAILABLE: _____

D. WATER ASSET: _____

CALL SIGN: _____ FREQ: PRI _____ ALT _____

MEDICAL PERSONNEL ON BOARD: _____

SAR/MEDICAL EQUIPMENT AVAILABLE: _____

Figure A10.2. CSAR Coordinator Mission Checklist. (Part 2 of 2)

VI. C3 ASSETS: ABCCC/AWACS/COMPASS CALL/RIVET JOINT/JSTARS

TYPE AIRCRAFT / CALL SIGN: _____

FREQ: PRI _____ ALT _____

VII. MEDICAL FACILITIES AVAILABLE:

- A. PER SAR PLAN
- B. PER MEDEVAC PLAN

VIII. FIRE SUPPORT ASSETS:

A. FIXED WING

1. AC-130:

- a. CALL SIGN: _____
- b. FREQ: PRI _____ ALT _____
- c. TIME ON STATION: _____
- d. LOITER TIME: _____

2. FIGHTER:

- a. TYPE: _____
- b. CALL SIGN: _____
- c. FREQ: PRI _____ ALT _____
- d. TIME ON STATION: _____
- e. LOITER TIME: _____
- f. WEAPONS: _____

3. ARTILLERY:

- a. TYPE: _____
- b. CALL SIGN: _____
- c. FREQ: PRI _____ ALT _____
- d. TIME ON STATION: _____

Figure A10.3. CSAR On-Scene Commander's Checklist.

CSAR
ON-SCENE COMMANDER'S CHECKLIST

CSAR BULLS EYE/DATUM
(LAT/LONG) _____

FIRST AIRCRAFT TO MAKE CONTACT WITH ISOLATED PERSONNEL NOTIFIES ANY C2 NODE, BECOMES OSC UNTIL RELIEVED.

FOR COMM PRECEDENCE (IMMEDIATE) USE "SAVIOR, SAVIOR, SAVIOR" TO INDICATE CONTACT WITH ISOLATED PERSONNEL.

RELAY THE FOLLOWING: TO COMMAND POST

1. YOUR CALL SIGN/TYPE AIRCRAFT
2. TYPE INCIDENT
3. LOCATION
4. TIME REMAINING ON STATION
5. CURRENT WEATHER ON-SCENE
6. ACFT PLS EQUIPPED (Y/N)
7. KEY TERRAIN FEATURES

ESTABLISH:

- A. COMMO PLAN FOR NEXT CONTACT TIME.
- B. AUTHENTICATION USING LETTER, COLOR, NUMBER OF DAY.

REQUEST ISOPREP DATA (FROM HOME BASE/UNIT)
(NOTE: AFTER INITIAL CONTACT, SURVIVOR DOES NOT INITIATE COMMS)
(NOTE: USE CHALLENGE/REPLY OR ISOPREP DATA BUT NEVER ASK SURVIVOR(S) TO DO ANYTHING TO FURTHER REVEAL THEIR POSITION)
(NOTE: USE ANY ONE ITEM OF AUTHENTICATION DATA ONLY ONCE)

DETERMINE:

- A. CONDITION OF SURVIVOR(S) AND INTENTIONS
- B. THREATS TO SURVIVOR/AIRCRAFT
- C. GROUND ORDER OF BATTLE (FRIENDLIES IN AREA)

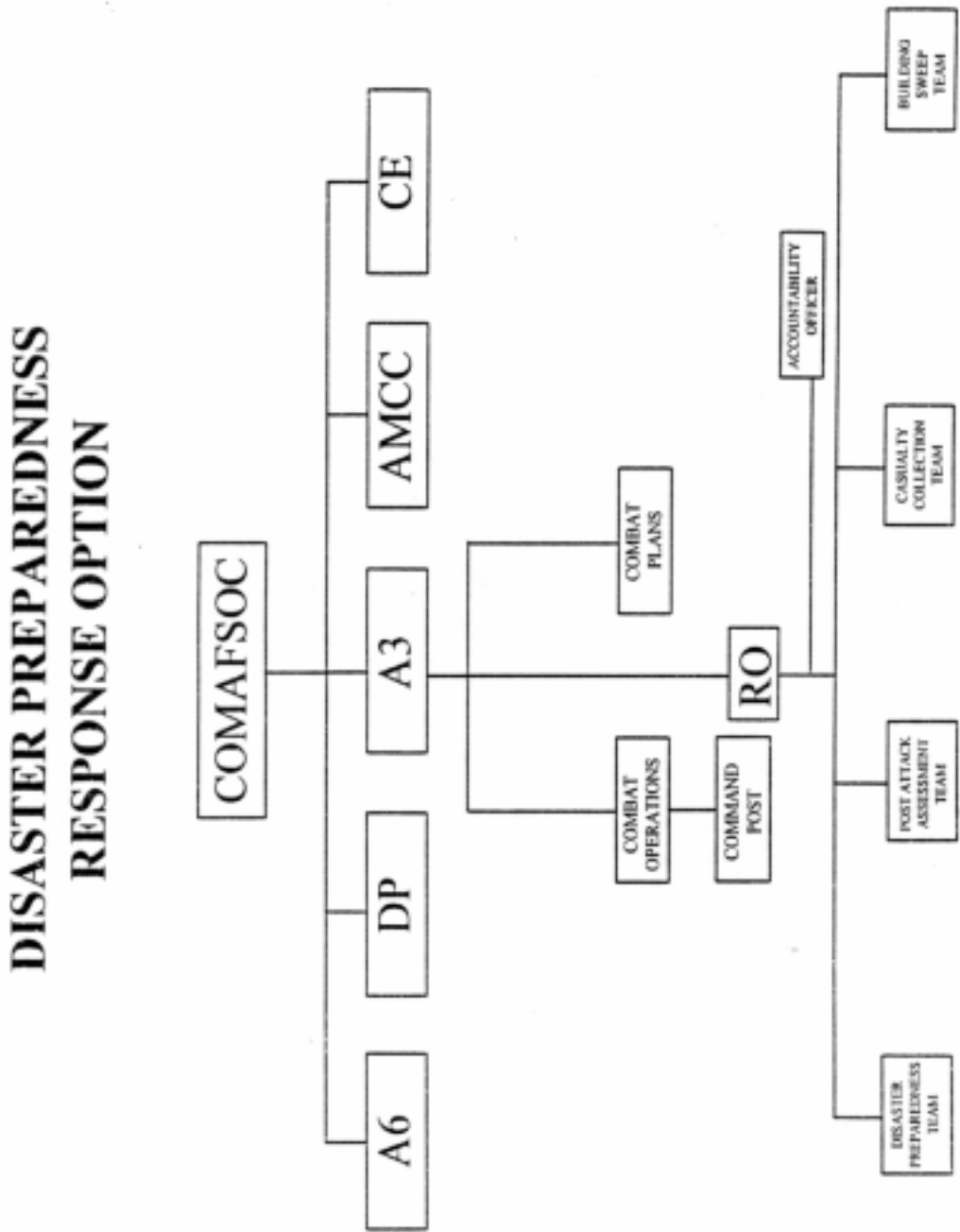
COORDINATE (IF DESIGNATED AS ON-SCENE COMMANDER):

- A. RECOVERY HELICOPTERS
- B. TANKERS
- C. RESCORT/RESCAP
- D. FAC
- E. CAS
- F. RESCUE AUGMENTING FORCES (AWCCS, ABCCC, JSTARS, SEAD)

Attachment 11

DISASTER PREPAREDNESS RESPONSE OPTION

Figure A11.1. Disaster Preparedness Response Option.



Attachment 12

STANDARD SPECIAL OPERATIONS MISSION DESIGNATION

A12.1. Purpose. This appendix provides the special operations convention for assigning discreet special operations (SO) mission numbers. These numbers are assigned by the JFSOCC (COMSOC) and announced in the MITASK. They are used by all SO headquarters to track missions.

A12.2. OPSEC. Planning documents listing SO missions should be classified and limited to those with a need to know. Exceptionally sensitive missions should be compartmented and kept within discrete SPE-CAT channels.

A12.3. Basic Format. The standard mission designation for SO has three components: mission designator, operational unit designator, and mission support designator. For example the mission "DA007/ODA 101/ADI010" may be separated as follows:

A12.3.1. Designator. The first set of characters indicates the type of mission and assigned number. Numbers need not be in numerical order, but they must be discrete. In this example, DA007 designates direct action mission number.

Mission codes include:

Unconventional Warfare	UW
Evasion and Recovery	ER (old terminology may include EE)
Special Reconnaissance	SR
Terminal Guidance	TG
Direct Action	DA
Foreign Internal Defense	FID
Counterterrorism	CT
Combat Search and Rescue	CS
Psychological Operations	PO
Civil-Military Operations	CM
Civil Administration	CA
Special Operation (Other)	SO
Coastal Patrol and Interdiction	CP

A12.3.2. Operational Unit Designator. The middle set of characters designate the mission's primary executor. In this example, this is a Special Forces Operation Detachment A-101. The Mission Planning Agency designates this unit and adds it to the mission designation.

Common SOF units include:

SF Operational Detachment A	ODA
SF Operational Det B (Company HQ)	ODB
St: Operational Det C (Battalion HQ)	ODC
Special Forces Group	SFG
Ranger Regiment	RAR
Ranger Battalion	RAB
Ranger Company	RAC
SOA Battalion	SAB
SOA Company	SAC
SEAL Platoon	PLT
SEAL Squad	SQD
SDV Platoon	SDV
DDS Platoon	DDS
SBU Detachment	SBU
Mobile Communications Team	MCT
Special Tactics Team	STT
Special Tactics Squadron	STS
Special Tactics Group	STG
PSYOP Group	POG
PSYOP Battalion	POB
PSYOP Company	POC
PSYOP Detachment	POD
CA Battalion	CAB
CA Company	CAC
CA Detachment	CAD
Chemical Reconnaissance Det	CRD
Special Operations Wing/Group	SOW
Special Operations Squadron	SOS
Special Operations Detachment	SOD

Special Operations Element	SOE
Maritime Vessel	Hull Number
Individual Aircraft	Tail Number

A12.3.3. Mission Support Designator. The last set of characters refers to mission support action (infiltration, resupply, exfiltration, and so forth). The first three characters are determined during MICON development and are identified by the Mission Planning Agency. The supporting agency provides the remainder of the characters, representing the mission number (normally sequential). In the example, ADI 010 indicates airdrop infiltration number ten.

Commonly used codes include:

Infiltration (Airdrop)	AD1
Infiltration (Maritime)	MAI
Infiltration (Airland)	ALI
Infiltration (Overland)	OLI
Exfiltration (Airland)	ALE
Exfiltration (Maritime)	MAE
Exfiltration (Overland)	OLE
Resupply (Airdrop)	ADS
Resupply (Maritime)	MAS
Resupply (Airland)	ALS
Resupply (Overland)	OLS
Air-Sea Rendezvous	ASR
Tactical Air Support	TAS
Close Air Support	CAS
Photo-Recce Support	PRS
Surface-to-Air Recovery (Fulton)	SRY
Offshore Sea Recovery/Rendezvous	OSR
Tactical Electronic Warfare	TEW
Loudspeaker Broadcast	LSB
Leaflet Drop	LFD
Security	SEC
Mine Search	MIS

Beacon Emplacement	BTE
Diver Support	DST
Logistics Support	LOG
Armed Reconnaissance	ARC
Message Pickup	MEP
Airborne Command and Control	ABC
Air Refueling	ARF
Ground Refueling	GRF
Other	OTR

Attachment 13

COMAFSOC DAILY BRIEFING GUIDE

The purpose of this checklist is to provide a general sequence for the Commander's daily briefing. This briefing is normally run by the Staff Director and should be as short as possible. The following is the recommended sequence.

- A-1 Administration
- A-2 Intelligence/CI (if required)
- A-3 Weather
 - Combat Operations
 - Combat Plans (Combat Operations and Combat Plans may be provided by a single briefer)
- A-4 Logistics
- A-5 (If required)
- A-6 Communications
- A-7 Special Tactics (if assigned)

Special Staff (Only Brief if required)

- First Sgt/Senior Enlisted Advisor/Mayor Tent City
- PERSCO
- Safety
- Medical Security
- Legal
- Disaster Preparedness
- Services
- Public Affairs
- Civil Engineer

A-4

A-3

Vice Commander

COMAFSOC Comments